V-CUBE Meeting User Manual

2. Preparing for Meetings

V-cube, Inc.

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Revision history

Revision date	Details
2013/09/10	- Added a folder feature to the storage functionality
2013/07/26	- Added functionality to add email addresses to the Address Book while setting up invitation emails - Added **Organizer** to the invitation email setup section
2013/05/30	- Renamed **Invitee** to **Participant** in the invitation email setup section
2013/05/08	- Changed the interface Corrected images and text in line with the change in the interface - Added storage functionality
2013/01/31	- Function added to allow scheduled meetings to be changed or cancelled with the administrator password as well - Added displays for **extending**and **session waiting** for scheduled meetings as required - Added description of version information
2012/12/27	- Added the **Language** field to the **Main** page - Added reminder functionality for scheduled meetings - Added email notification functionality for changing scheduled meetings - Corrected images and text
2012/11/01	- Corrected images in line with the addition of the shared notepad functionality
2012/09/06	- Added a **Cancel** button to the **Schedule** page for scheduled meetings
2012/08/01	- Added functionality to display the number of people in a room in the meeting rooms list
2012/05/16	- Added User Guidance - Corrected screen layout - Corrected images and text
2012/03/23	- Added functionality to have new user passwords issued
2011/12/22	- Corrected images and text - Added a function to switch the Flash Player-based meeting room echo canceller on by default when Flash Player 11.0 or later is used
2011/09/15	- Corrected images - Changed the **Tools** and **Manual** pages
2011/08/01	- Corrected images and text
2011/04/27	- Corrected screen layout - Added Adobe Photoshop and Adobe Illustrator file formats (extensions: .ai, .psd or .eps)) to those that can be uploaded to the whiteboard
2011/02/22	- Corrected screen layout - Added the following file formats to those that can be uploaded to the whiteboard Visio (extension: .vsd) - Added high-quality mode for uploaded documents to the whiteboard (in beta release)
2010/08/31	- Corrected screen layout - Added descriptions of downloadable tools - Added functionality for participating in a meeting using wide-screen (16:9) mode

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2010/05/17	- Changed the name ‘Nice to Meet You Meeting’ to ‘V-CUBE Meeting’ in accordance with the change of the service name
2010/03/31	- Corrected screen layout, changed the password input procedure for scheduled meetings, added restrictions on functions used when meetings are scheduled
2009/12/07	- Corrected screen layout and changed the procedure for entering a meeting room
2009/07/24	- Corrected screen layout, added preview function for documents to be uploaded
2009/05/27	- Corrected screen layout
2008/12/12	- First version

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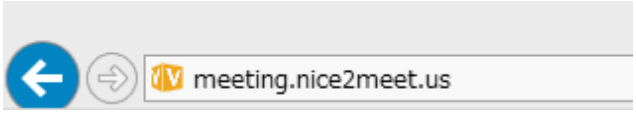
4 Logging In

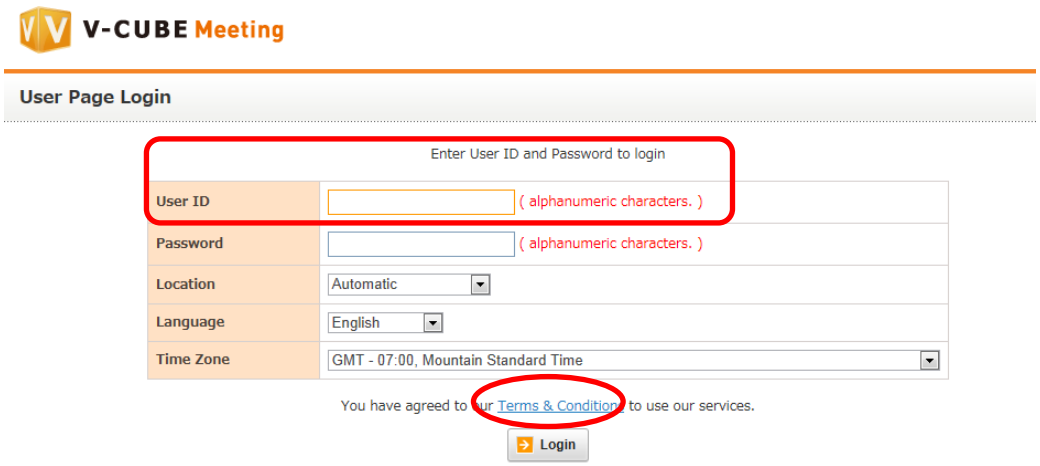
To use V-CUBE Meeting (or 'Meeting'), you will need to log in to the Meeting website.

Step 1. **Type <http://meeting.nice2meet.us> in your browser address bar to access the login page.**



Step 2. **Enter your User ID and password.**

After entering your User ID and password, select your current location and click the **Login** button.



Note 1. You will receive a user ID and password allowing you to use Meeting after you have entered into a contract.

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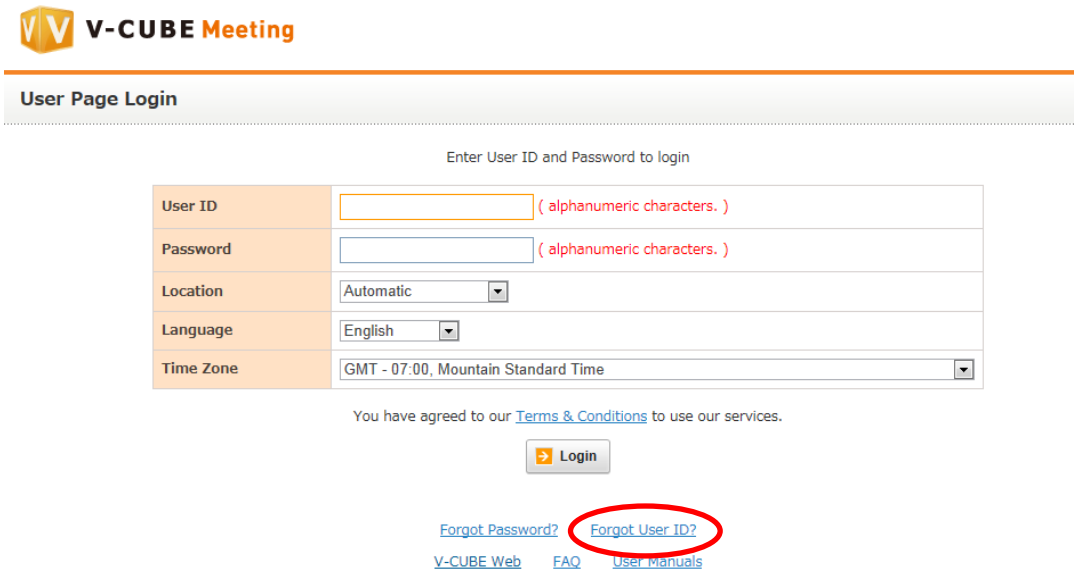
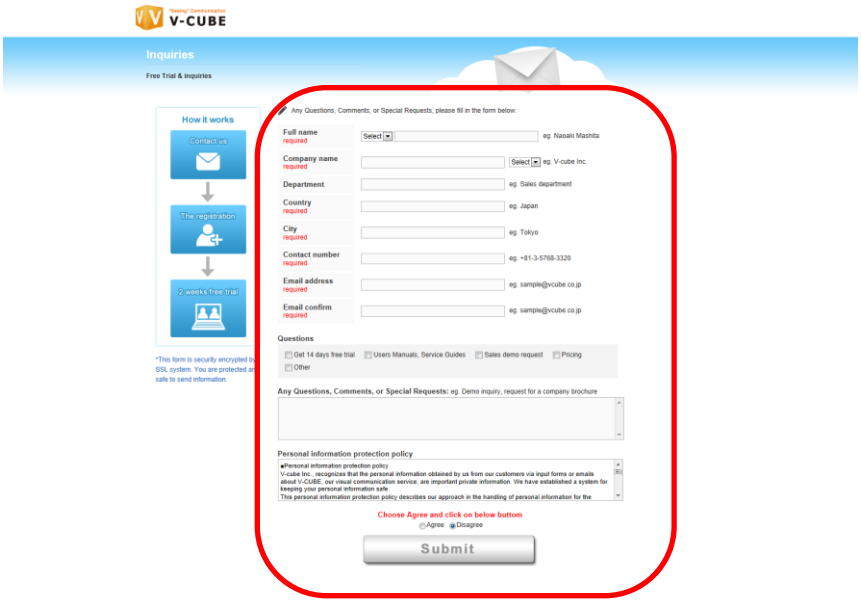
4.1 If You Forget Your User ID

Step 1. Click Forgot User ID?



Step 2. Fill in the form on the Inquiries page. (Explain that you have forgotten your user ID)

Step 3. Once you agree with our privacy policy, select Agree and click the I agree to above terms and submit button.



This completes your application for assistance when you have forgotten your user ID. Please be patient while we are processing your inquiry.

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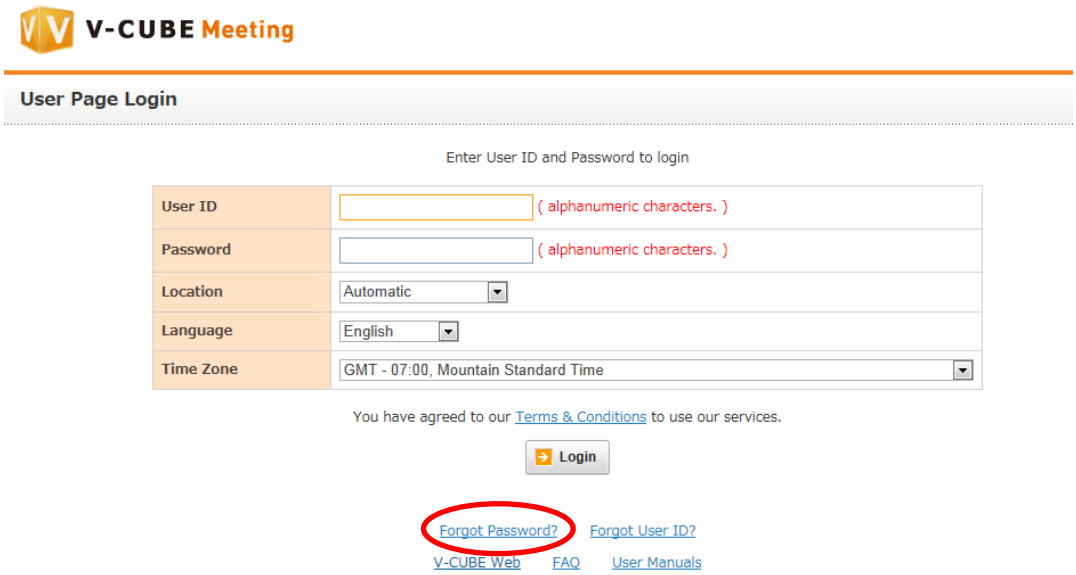
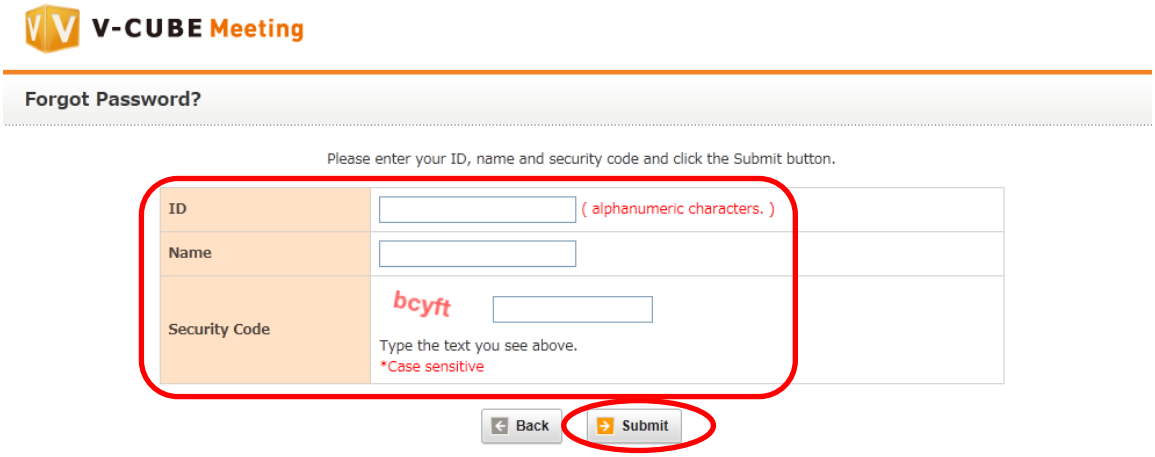
4.2 If You Forget Your Password

Step 1. Click Forgot Password?



Step 2. Enter your ID.

Enter the ID for the password you have forgotten.



Step 3. Enter your name.

Enter your name.

Step 4. Enter the security code.

Enter the characters shown beside the **Security Code** field.

Step 5. Click the Submit button.

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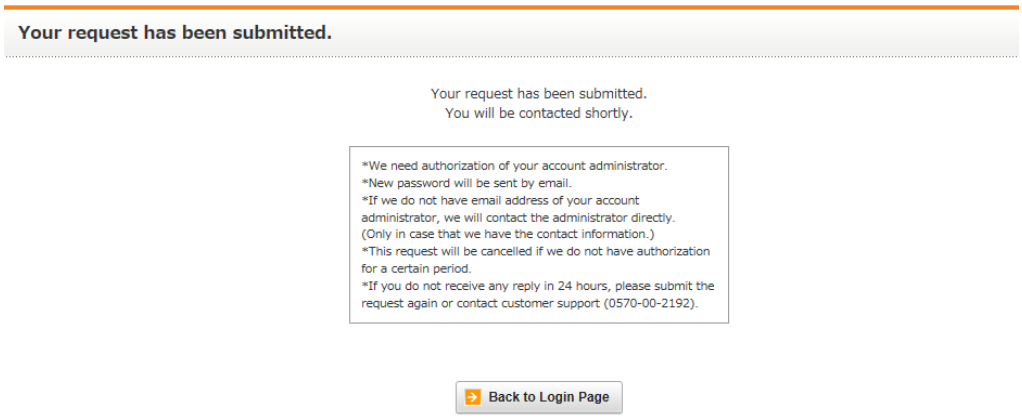
This completes your application to have a new password issued.
Please be patient while we are processing your inquiry.


Your request has been submitted.
Your request has been submitted.
You will be contacted shortly.
*We need authorization of your account administrator.
*New password will be sent by email.
*If we do not have email address of your account administrator, we will contact the administrator directly. (Only in case that we have the contact information.)
*This request will be cancelled if we do not have authorization for a certain period.
*If you do not receive any reply in 24 hours, please submit the request again or contact customer support (0570-00-2192).
Back to Login Page

Note 1. Having a new password issued requires the approval of your administrator.

Note 2. After you apply for a new password, you will be notified of your new password via email.

Note 3. If there is no email address registered with your ID, V-CUBE will contact your company's administrator. (However, this only applies when we have a contact email address for your administrator.)

Note 4. If we do not receive your administrator's approval within a certain period of time after you make your application, it will become invalid.

Note 5. If you have not been contacted within 24 hours, apply again, or contact V-CUBE at 0570-00-2192.

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4.2.1 If You Forget Your Member ID Password

If you have applied for a new password for a Member ID, an email will be sent to your administrator's email address. Your administrator will need to permit your request for a new password.

Note 1. The email cannot be sent when the administrator's email address has not been registered. V-CUBE will contact your company's administrator. (However, this only applies when we have a contact email address for your administrator.)

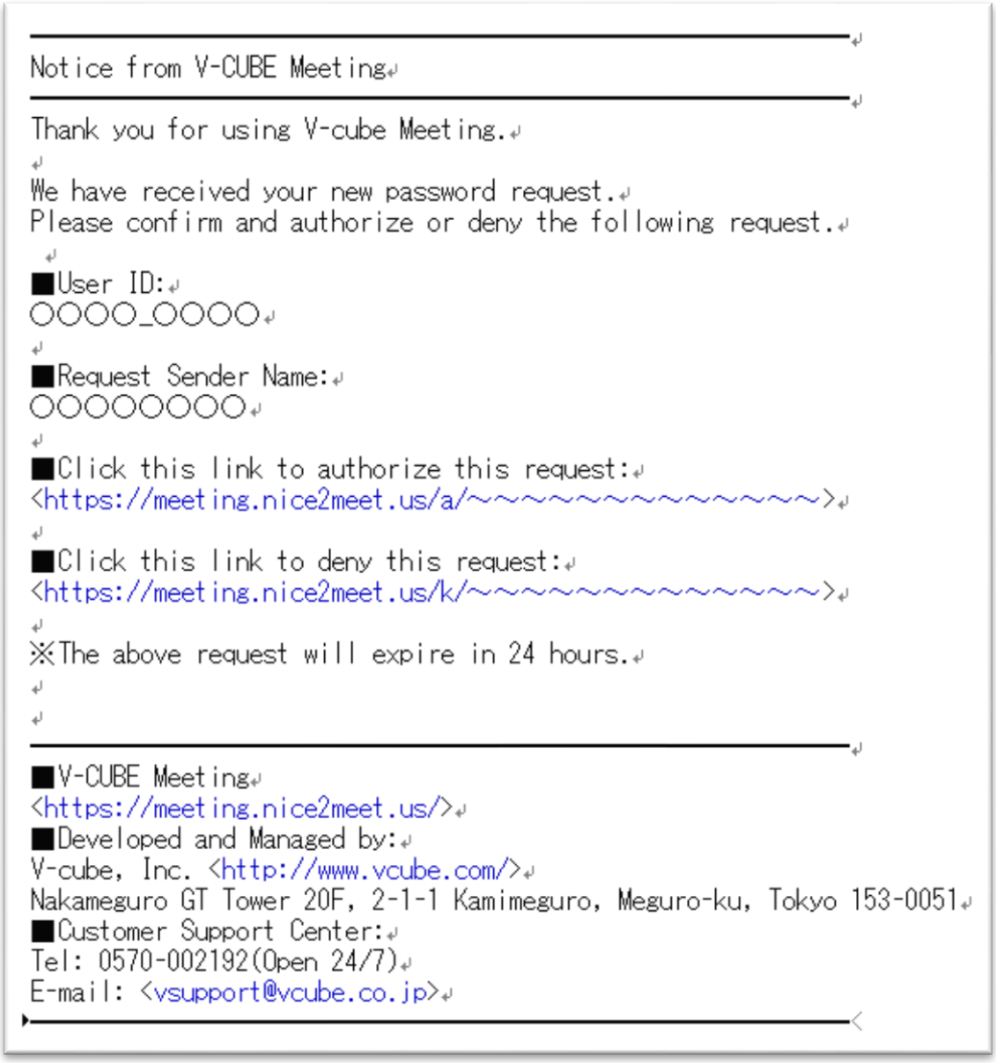
Note 2. The administrator email address is the email address of the person at your company who is listed in the application form when the contract for V-CUBE Meeting was entered into.

Note 3. 'Member ID' is the ID you use with the Presence Application. After logging in with the User ID, you can register members in the **Manage Members** field in the **Administrator** page.

Note 4. 'User ID' is the ID listed in the service start notice.

Note 5. For details on the methods for adding Member IDs and for using the presence app, refer to 'Member management' under '6. Updating Administrator Page' in the User Manual and the V-CUBE Meeting Presence Application User Manual.

The administrator registered for the Member ID will receive an email regarding the application for a new password.



Notice from V-CUBE Meeting

Thank you for using V-cube Meeting.

We have received your new password request.
Please confirm and authorize or deny the following request.

■User ID:
○○○○_○○○○

■Request Sender Name:
○○○○○○○○

■Click this link to authorize this request:
<https://meeting.nice2meet.us/a/~~~~~~~~~~~~~~~~~~>

■Click this link to deny this request:
<https://meeting.nice2meet.us/k/~~~~~~~~~~~~~~~~~~>

※The above request will expire in 24 hours.

■V-CUBE Meeting
<https://meeting.nice2meet.us/>
■Developed and Managed by:
V-cube, Inc. <http://www.vcube.com/>
Nakameguro GT Tower 20F, 2-1-1 Kamimeguro, Meguro-ku, Tokyo 153-0051
■Customer Support Center:
Tel: 0570-002192(Open 24/7)
E-mail: <vsupport@vcube.co.jp>

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Permitting the issue of a new password

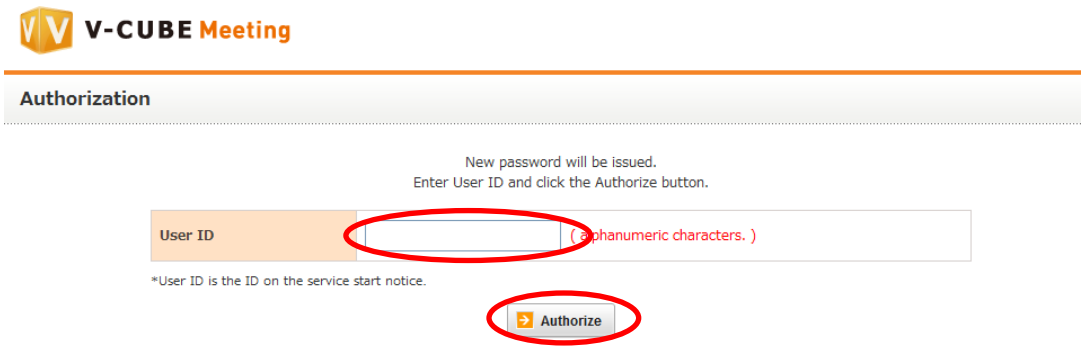
Step 1. Click the URL under Click this link to authorize this request

Note 6. The URL is valid for 24 hours after the email is sent.

■Click this link to authorize this request:
<https://meeting.nice2meet.us/a/~~~~~~~~~~~~~~~~>

Step 2. Enter the User ID and click the Authorize button.

'User ID' is the ID listed in the service start notice.


V-CUBE Meeting
Authorization
New password will be issued.
Enter User ID and click the Authorize button.
User ID
(alphanumeric characters.)
*User ID is the ID on the service start notice.
Authorize

This completes permitting the issue of a new password for the requested Member ID.
The new password will be sent to the applicant via email.

Denying the issue of a new password

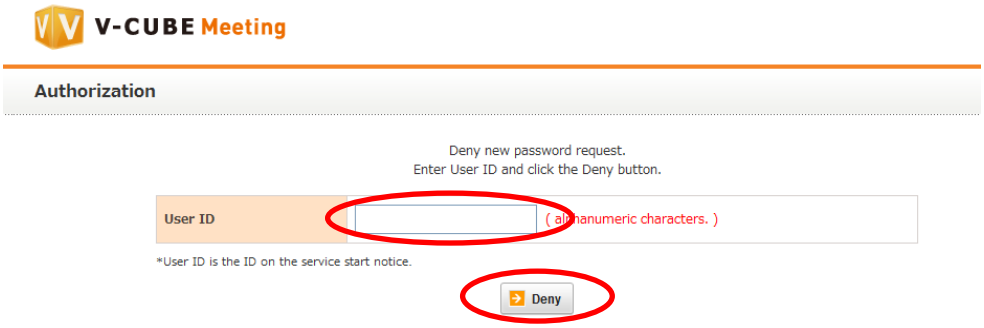
Step 1. Click the URL under Click this link to deny this request.

Note 7. The URL is valid for 24 hours after the email is sent.

■Click this link to deny this request:
<https://meeting.nice2meet.us/k/~~~~~~~~~~~~~~~~>

Step 2. Enter the User ID and click the Deny button.

'User ID' is the ID listed in the service start notice.


V-CUBE Meeting
Authorization
Deny new password request.
Enter User ID and click the Deny button.
User ID
(alphanumeric characters.)
*User ID is the ID on the service start notice.
Deny

This completes denying the issue of a new password for the requested Member ID.
The applicant will be notified of the denial via email.

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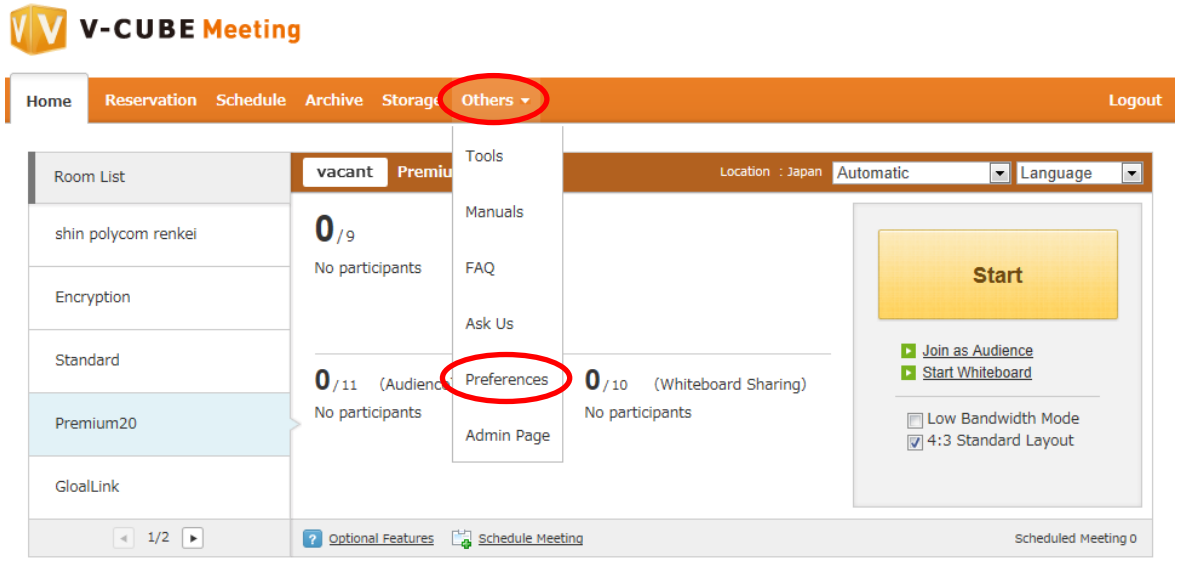
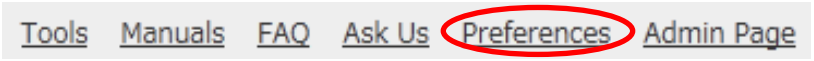
4.3 Preferences

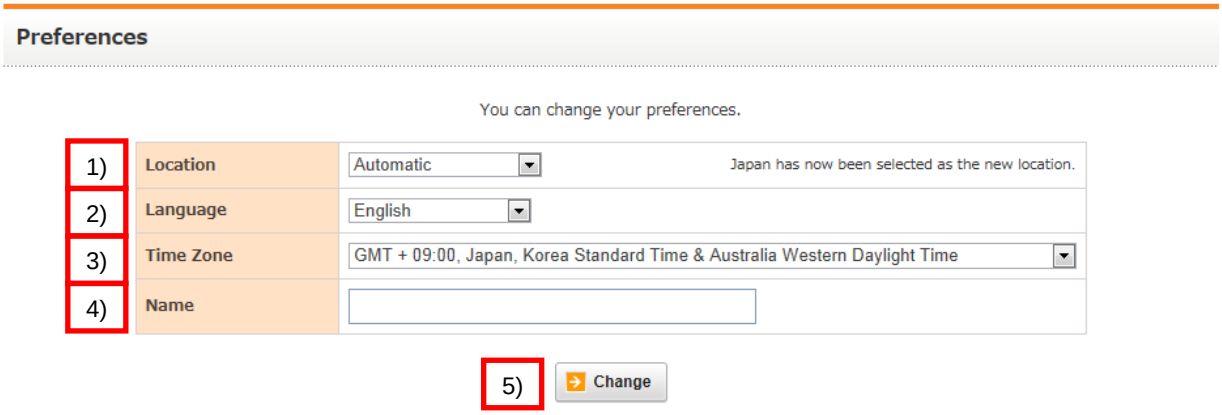
You can change **Location**, **Language**, **Time Zone** and **Name** from the **Preferences** menu. Preferences can also be changed by participants who are invited through invitation emails.

Step 1. Click Preferences in the Others tab.



Alternatively, click the **Preferences** link in the lower right of the page.





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4.3.1 Selecting Location

1) Set your current location from the **Location** pull-down menu. **Automatic** is selected by default.

4.3.2 Selecting Language

2) Select the language to use from the **Language** pull-down menu.

4.3.3 Setting the Time Zone

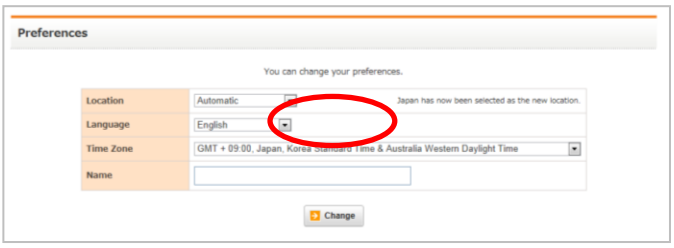
3) You can select your time zone from the **Time Zone** pull-down menu.

4.3.4 Setting the Name

4) Entering a name in the **Name** field saves you from having to enter a name you will use when entering a meeting room.

4.3.5 Applying the Settings

5) When you have finished making the settings, click the **Change** button.



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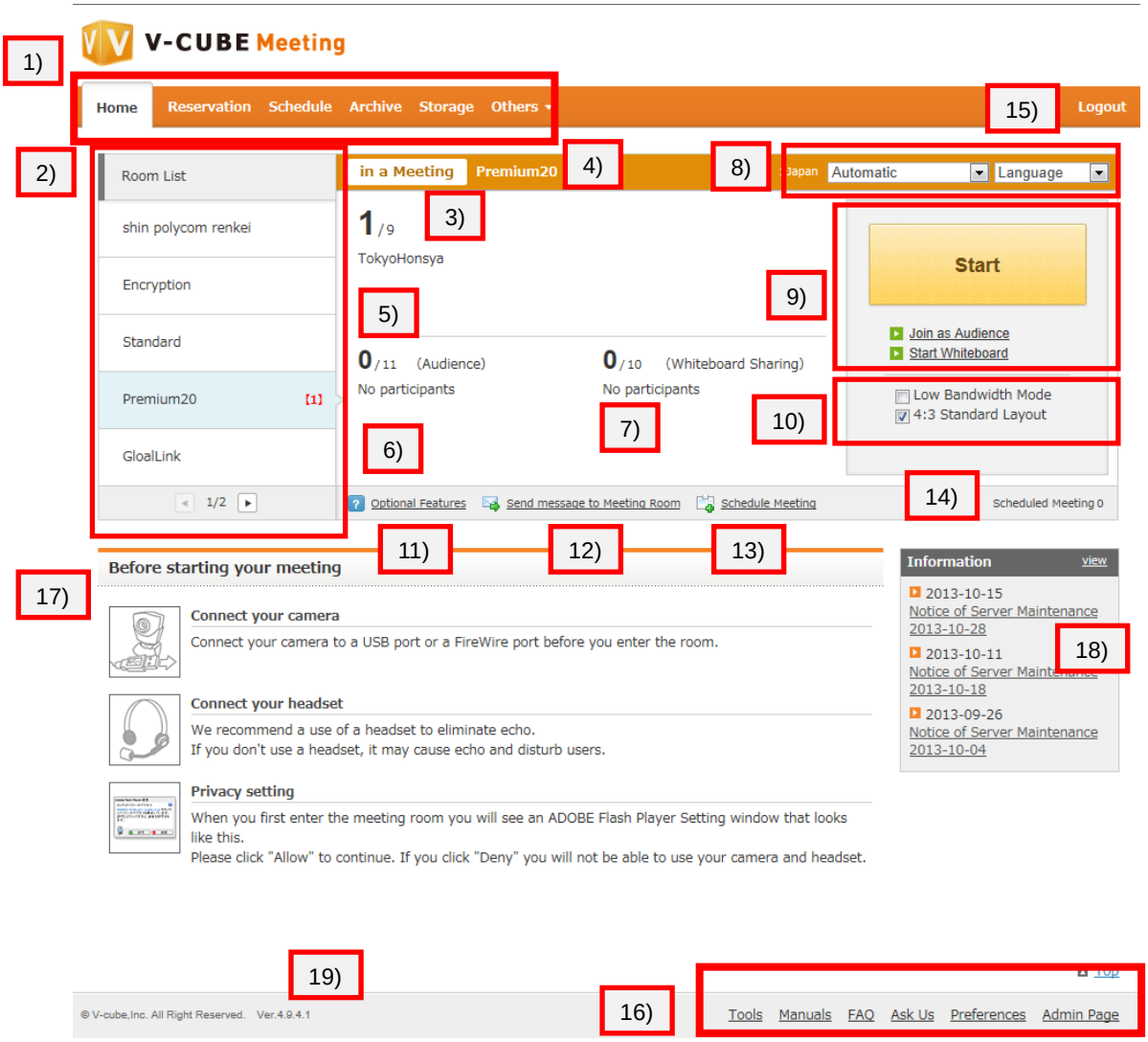
5 Main Page

This provides information on the **Main** page displayed once you have logged in.



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1) This is the menu bar for the **Main** page. Clicking the tabs for each page will take you there.
2) When there are multiple meeting rooms, the first five rooms are displayed in the **Room List** from the top down. When there are five or more meeting rooms, use the arrow buttons to navigate back and forth between the pages of the **Room List**. The number of people currently in meeting rooms in use is displayed beside the meeting room name. (No number will be displayed if no one is in a room.)
3) Displays the meeting room status. **in a meeting** is displayed when a meeting is ongoing and **vacant** is displayed when the room is empty.
4) Displays the meeting room name that has been set.
5) Displays the number of normal users currently using the meeting room. Also displays the names they entered when they entered the room.
6) Displays the number of audience participants currently using the meeting room. Also displays the names they entered when they entered the room. (Requires a contract including the Audience option or the Premium20 plan or better)
7) Displays the number of Whiteboard Sharing participants currently using the meeting room. Also displays the names they entered when they entered the room. (Requires a contract including the Paperless Link option or the standard plan or better.)
8) Allows you to select your location and language.
9) Allows you to enter a meeting room. To enter as a normal participant, click the **Start** button. To enter as an audience participant (requires a contract including the Audience option or the Premium20 plan or better), click the **Join as Audience** link. To enter a meeting room to share documents (requires the contract including the Paperless Link option or the standard plan or better), click the **Start Whiteboard** link.

Note 1. For certain contract plans, the **Start** button may not be displayed when you log in with your User ID.

10) Before clicking the **Start** button, select the following check boxes as needed before entering the meeting room.
    Select the **Low Bandwidth Mode** check box when your connection speed does not meet the minimum requirements. (The camera capture size cannot be changed when entering the room in narrow network mode.)
    Select the **4:3 Standard Layout** check box to display the meeting room browser window as 4:3. Otherwise it will be displayed as 16:9.
    To enter the meeting room using the old version, select the **Use older version**.

Note 2. If you use a user ID associated with a contract entered into after the update carried out on 16 May 2012, **Use older version** will not be displayed.

11) Click the **Optional Features** link to display a page of optional functions that can be used in the meeting room.
12) You can send messages to participants in a meeting. This can be used to get the attention of participants and for other purposes when joining after a meeting has started. (This is displayed when there is at least one participant in the room.)
13) Click the **Schedule Meeting** link to move to the **Schedule Meeting** page.
14) Click the **Scheduled Meeting** link to check the details on scheduled meetings. Meetings currently in progress can also be checked.
15) Click this to log out from the **User** page.
16) The same items as those listed in **Others** in the menu bar are displayed in the lower right of the page. Clicking the tabs for each page will take you there.
17) Points to note before entering a meeting room.
18) Displays V-CUBE news.
19) Displays the version information of the V-CUBE Meeting you are using.

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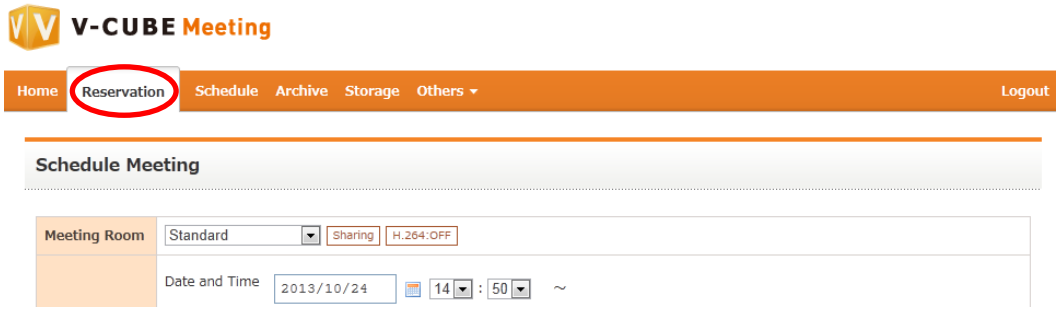
5.1 Functions in the Menu Bar

5.1.1 Reservation

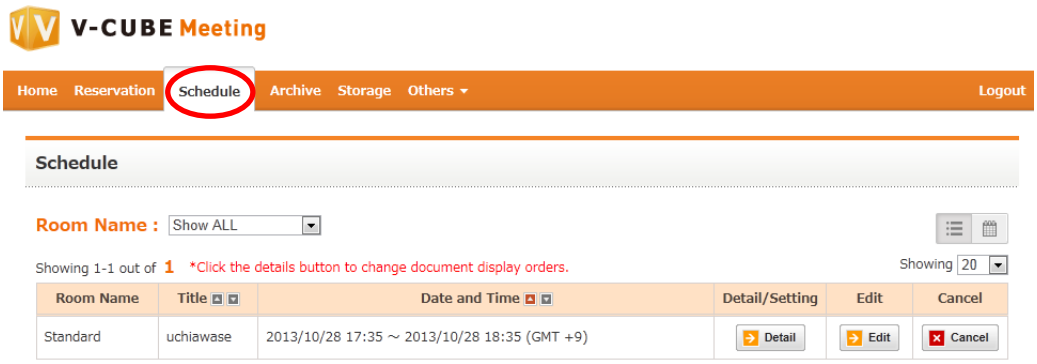
Click on this tab to schedule a meeting ahead of time.

You can let users who do not have a User ID or password participate in teleconferences by using the invitation function. Some plans may have certain restrictions.

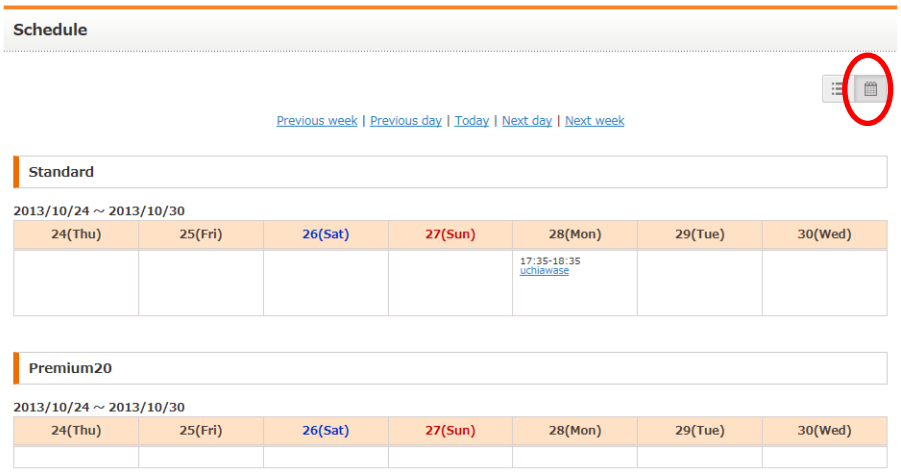


5.1.2 Schedule

Click on this tab to view a list of scheduled meetings. You can also check or change the details of the scheduled meetings, or cancel them.



When you switch the view by clicking on the calendar icon, the list shows that week's schedule for each meeting room.



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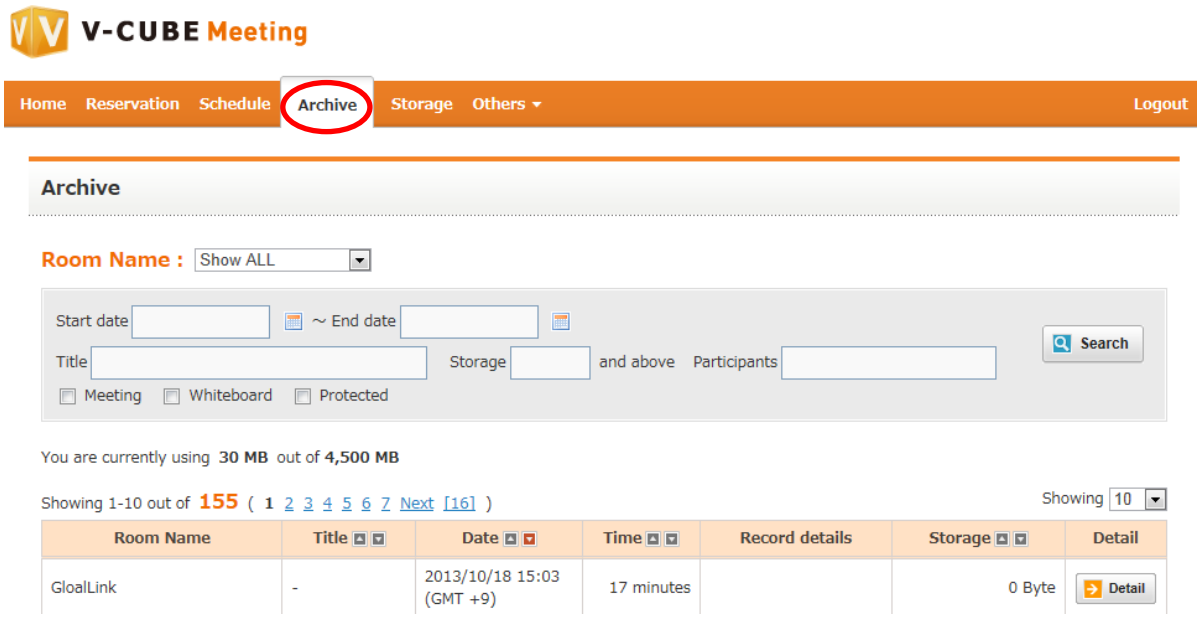
5.1.3 Archive

Click on this tab to view records of previous meetings.

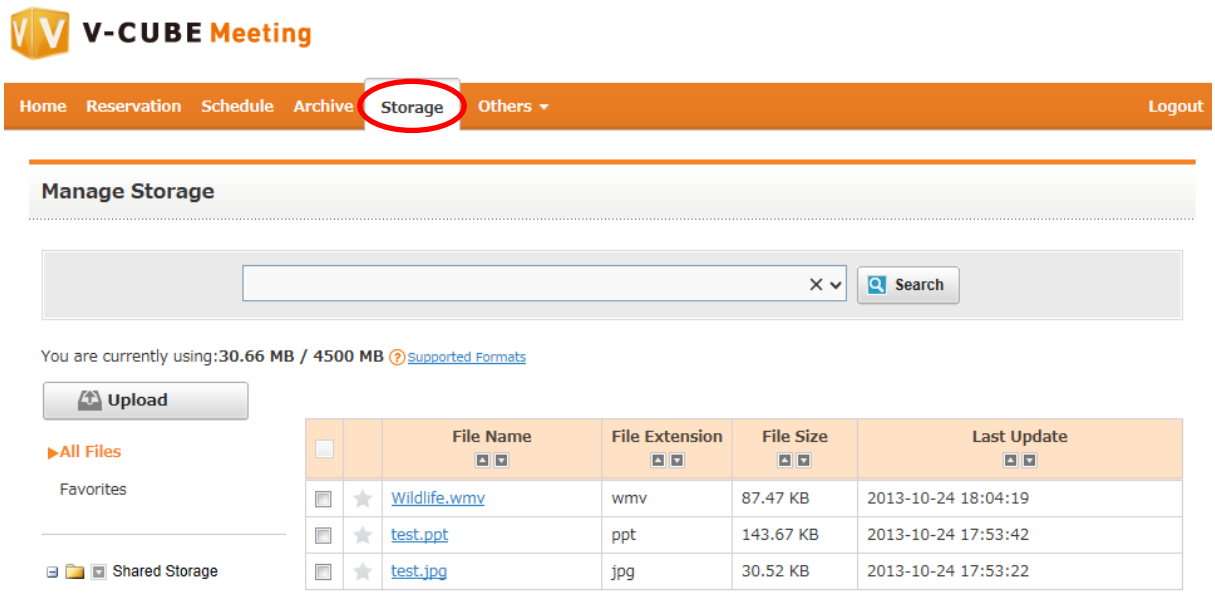


Note 1. You can view only records of meetings held in certain rooms, depending on your contract plan.

5.1.4 Storage

On the **Manage Storage** page, you can upload or manage documents and videos. The uploaded files on this page can be used for **Upload File** when you schedule a meeting or for uploading documents during a meeting.

Note 1. Videos cannot be uploaded during a meeting. **Upload File** setup must be always performed when you schedule a meeting.



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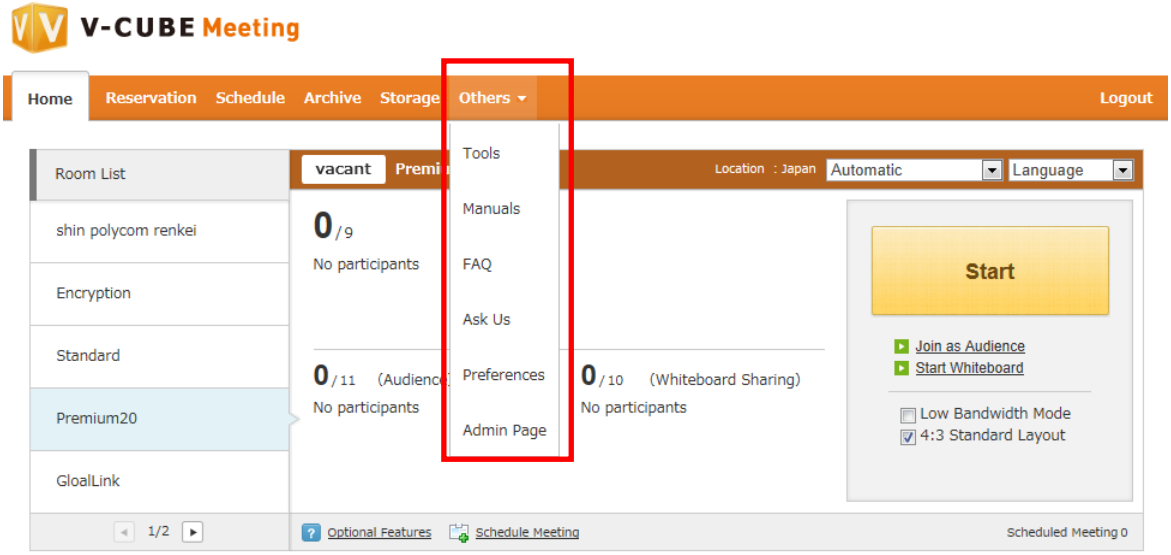
5.1.5 Others

Click on this tab to go to any of the following pages.



Tools : Click on this item to download different tools.

Manuals : Click on this item to download V-CUBE manuals.

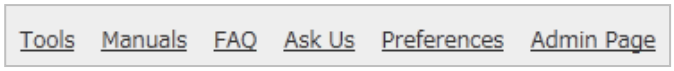
FAQ : Click on this item to display a list of frequently asked questions. Check this first if you have any questions about Meeting.

Ask Us : Click on this item to display a form you can use to contact us if you have any questions about the Meeting service. V-CUBE Customer Support Center will respond to your inquiry.

Preferences : You can change **Location**, **Language**, **Time Zone** and **Name**.

Admin Page : Click on this item to go to the **Log in to Administrator** page.

The items listed in **Others** are displayed also in the lower right of the page.



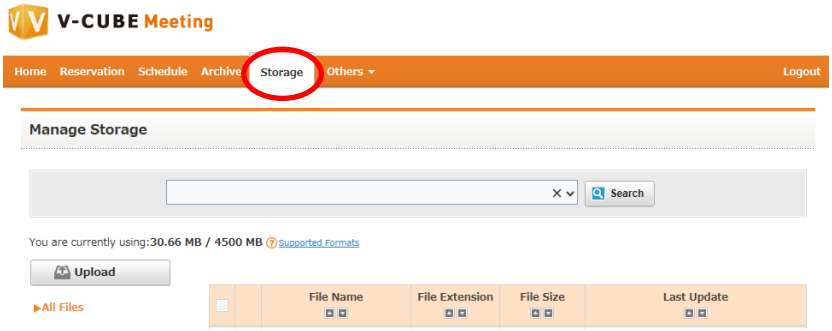
6 Manage Storage

In the **Manage Storage** page, you can upload or manage documents, images and videos. The uploaded files on this page can be used for **Upload File** when you schedule a meeting or for uploading documents during a meeting.

Documents managed on a per ID basis can be easily used anytime and as many times as necessary for any purpose you may have. Files can also be managed in folders.

Note 1. Video files cannot be uploaded during a meeting. **Upload File** setup must be always performed when you schedule a meeting.

Note 2. Files saved on the personal whiteboard are read-only and cannot be reused.



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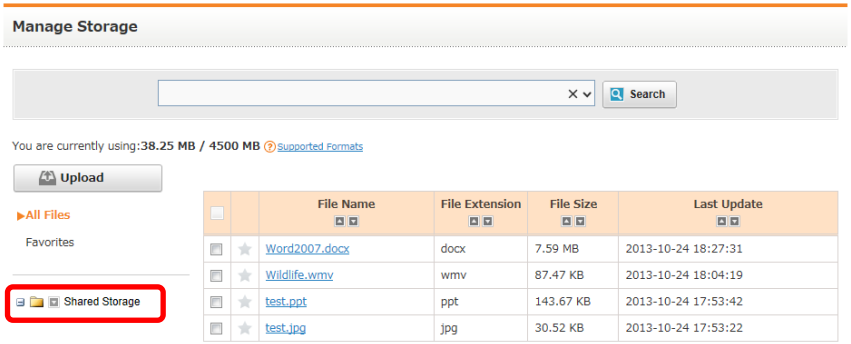
6.1 Displayed Storage

There are two kinds of storage—shared storage and personal storage. The displayed storage differs according to the account you use for logging in.

- Shared Storage

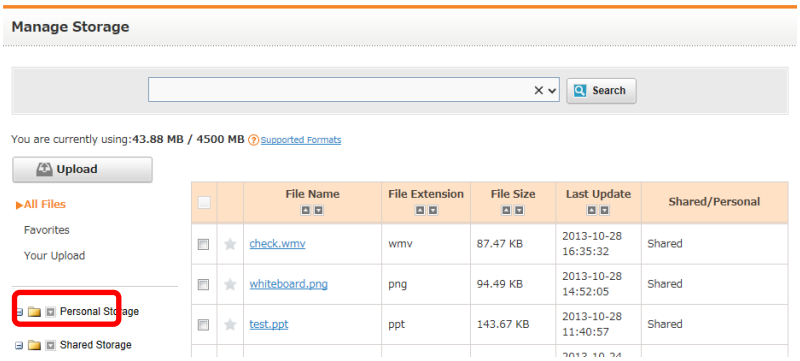
This shared storage is displayed when you log in using your user ID or member ID. The storage is commonly used with a user ID and with member IDs that are linked to the user ID. Only the shared storage is displayed when you log in with your user ID.



- Personal Storage

Personal storage is specific to each member ID, and is only displayed when you log in with your member ID.

Both the shared storage and personal storage are displayed when you log in with your member ID.



Note 1. Using your member ID, you can register new members in **Manage Members** on the **Admin Page**.

Note 2. Only the personal storage is displayed (not the shared storage), when the use of shared storage with your member ID is restricted on the **Admin Page**.

ID	Use of shared storage	Use of personal storage
User ID	○	×
Member ID	○ Note 3. Not displayed when the use of the shared storage is restricted on the **Admin Page**.	○
Invitees	×	×

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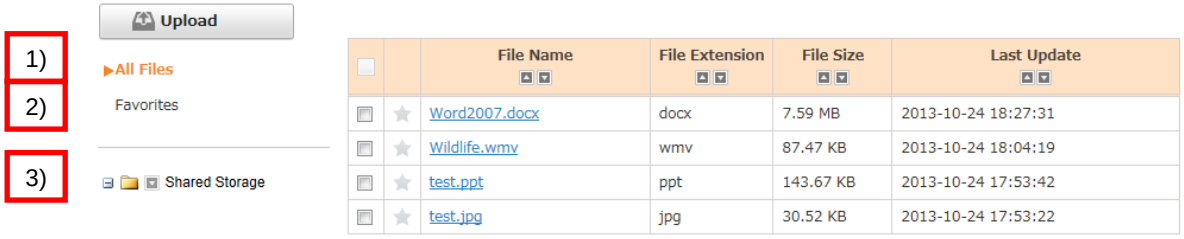
6.1.1 Display of Shared Storage

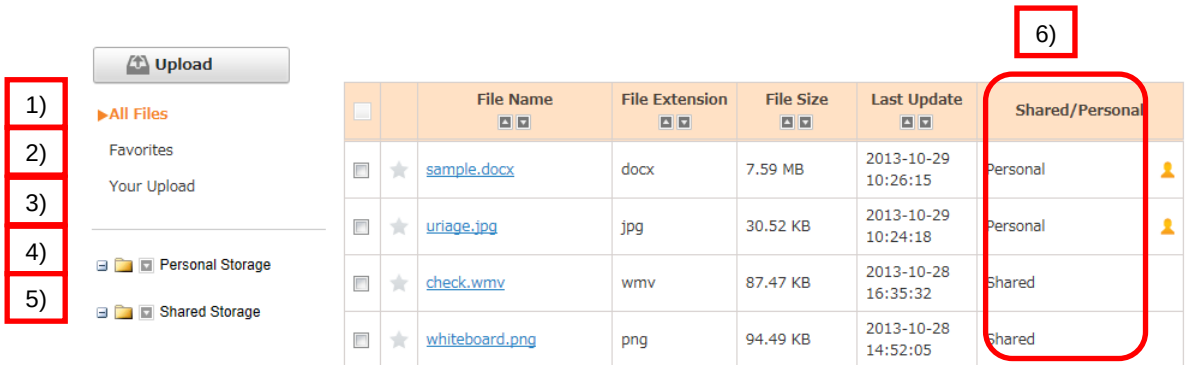
Note 1. The following example is a view when **All Files** is selected.



1) All files saved in the shared storage are displayed.
2) All the files added to **Favorites** are displayed.
3) In the shared storage, the files uploaded by users logged in with their user ID as well as the files on the personal whiteboard are displayed. In addition, the files belonging to the shared storage after being moved or copied from the personal storage are displayed. Folders can be created and files can be organised into these folders.

6.1.2 Display of Personal Storage

Note 1. The following example is a view when **All Files** is selected.



1) All files saved in the personal storage and shared storage are displayed.
2) All the files added to **Favorites** are displayed.
3) The files you own (files uploaded after you have logged in using your member ID) are displayed with a stick-figure next to them in the **Shared/Personal** section.

   The files you own can always be identified even after the files are renamed or moved/copied between the personal storage and the shared storage.
   However, files cannot be copied or moved from here.
4) In the personal storage, the files uploaded by users logged in with their member ID as well as the files on the personal whiteboard are displayed. In addition, the files belonging to the personal storage after being moved or copied from the shared storage are displayed. Folders can be created and files can be organised into these folders.
5) In the shared storage, the files uploaded by users logged in with their user ID as well as the files on the personal whiteboard are displayed. In addition, the files belonging to the shared storage after being moved or copied from the personal storage are displayed. Folders can be created and files can be organised into these folders.

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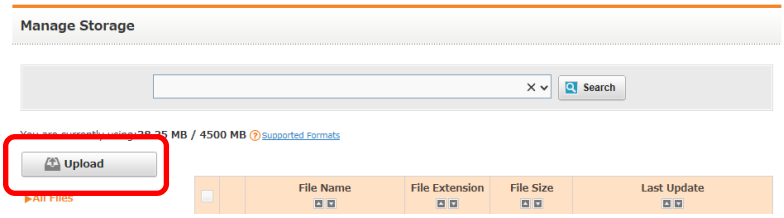
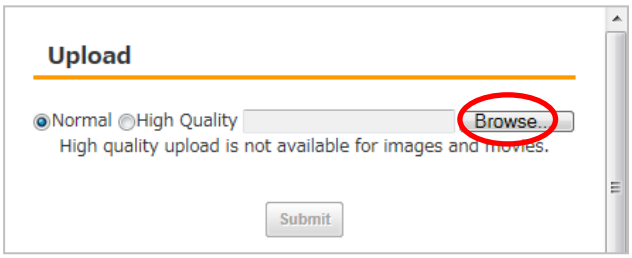
6) Files belonging to the personal storage or shared storage can be checked. The files you own (files uploaded after you have logged in using your member ID) are displayed with a stick-figure next to them.

6.2 Uploading Files

Step 1. Click the Upload button.



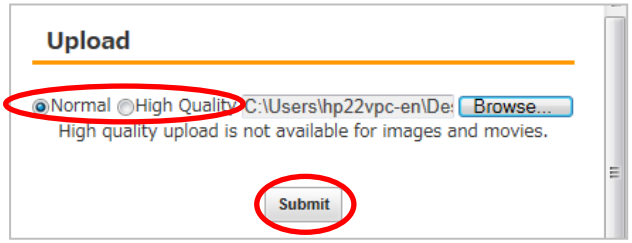
Step 2. Click the Browse button, select a file in the file selection screen of your PC and click the Open button.



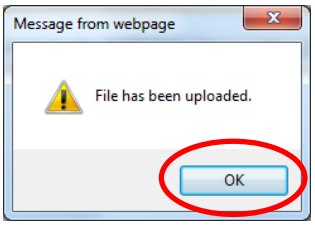
Step 3. Select Normal or High Quality and click the Submit button.

When **High Quality** is selected, the details of the uploaded documents such as words and diagrams will be able to be displayed more clearly than when normally uploaded.

The **High Quality** mode does not support images and videos.



Step 4. Click the OK button.



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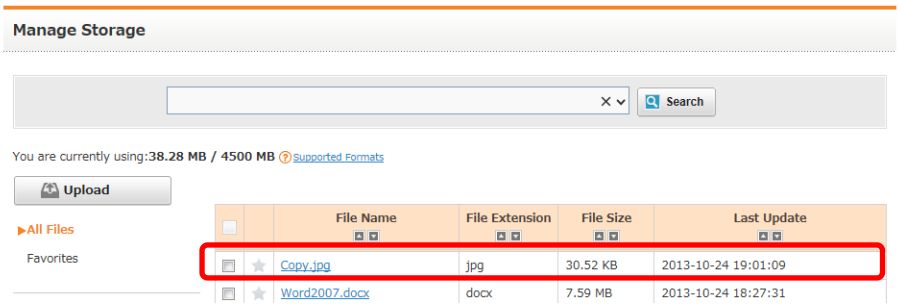
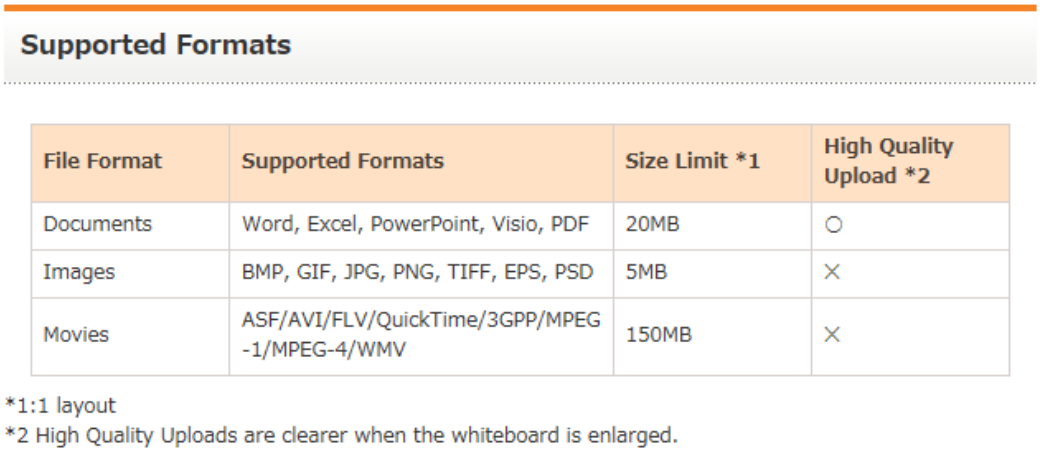
Newly uploaded files are displayed at the top.



Note 1. The documents uploaded by logging in with a member ID is displayed only in the personal storage. They are not displayed in the shared storage. (They can be copied or moved)

6.2.1 Supported Formats

The supported formats are as follows.



Supported Formats

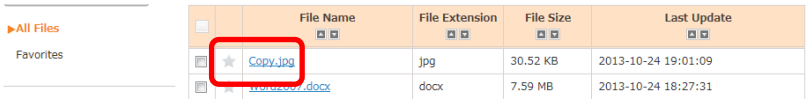
File Format	Supported Formats	Size Limit *1	High Quality Upload *2
Documents	Word, Excel, PowerPoint, Visio, PDF	20MB	○
Images	BMP, GIF, JPG, PNG, TIFF, EPS, PSD	5MB	×
Movies	ASF/AVI/FLV/QuickTime/3GPP/MPEG-1/MPEG-4/WMV	150MB	×

*1:1 layout
*2 High Quality Uploads are clearer when the whiteboard is enlarged.

The supported formats can be viewed by clicking **Supported Formats** link displayed on the right side of **You are currently using**.

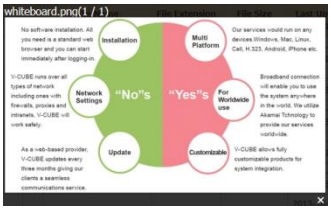
6.2.2 Preview of Uploaded Files

Step 1. Click a file name.

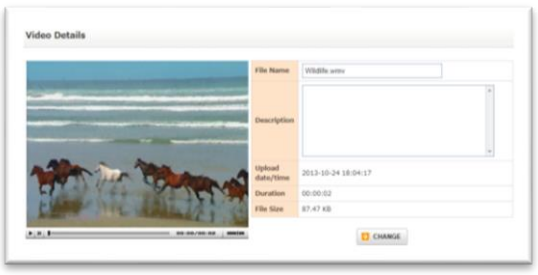


The preview is displayed.

Documents and image files



Video files



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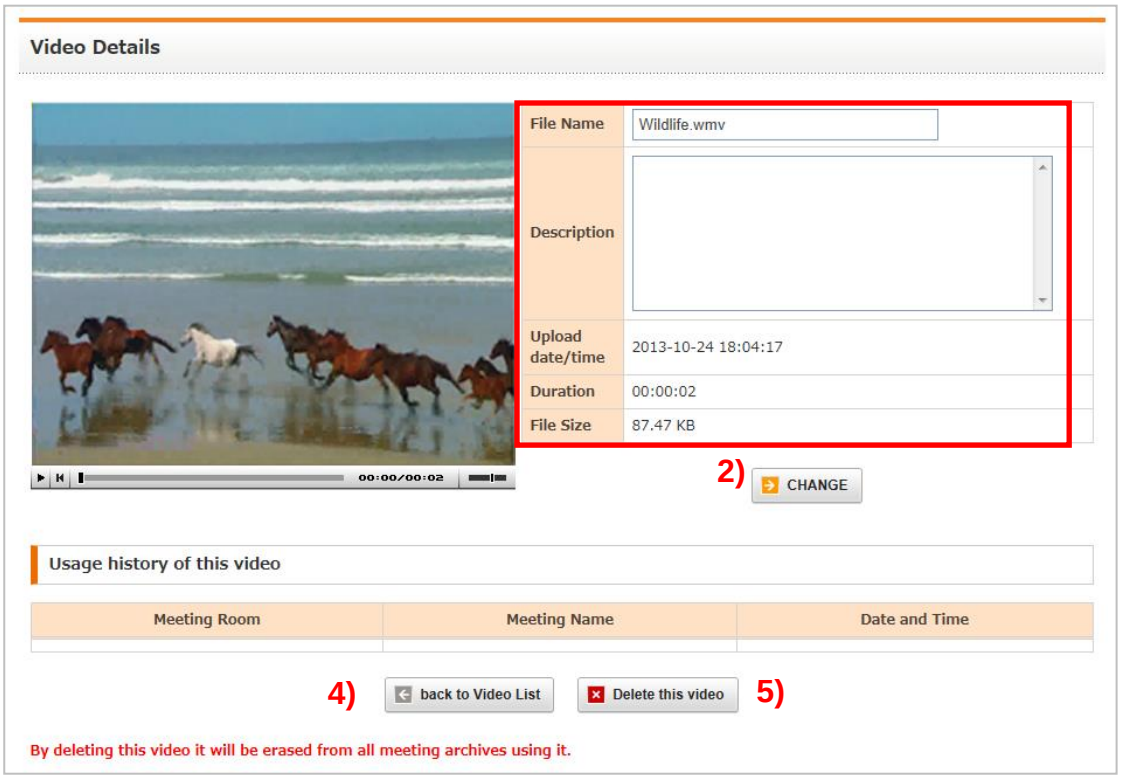
6.2.3 Preview of Video Files (Video Details)



1) Displays the uploaded video. The video can be played back to check the content.
2) The properties of the video (**File Name, Description, Upload date/time, Duration and File Size**) are displayed. Changes can be made with the title and description section. The changes can be applied by editing the entry and clicking the **CHANGE** button.
   Enter a title of up to 30 characters long and a description of up to 200 characters long.
3) Displays the history of meetings that used video streaming.
4) Returns to the **Manage Storage** page.
5) Deletes the video. Note that if you delete a video, you can no longer play it back in a meeting that uses video streaming or in the **Archive**. Be careful as you cannot undo the deletion of any videos.

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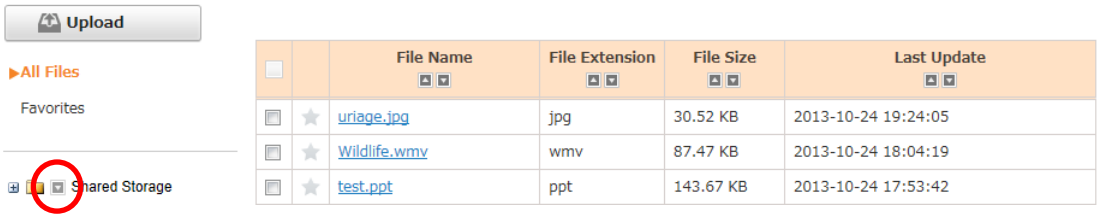
6.3 Creating Folders

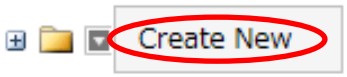
Folders can be created for organising and managing the files that have been uploaded in the **Manage Storage** page.

Note 1. The following example describes a procedure for creating a folder in the shared storage after logging in with a member ID.

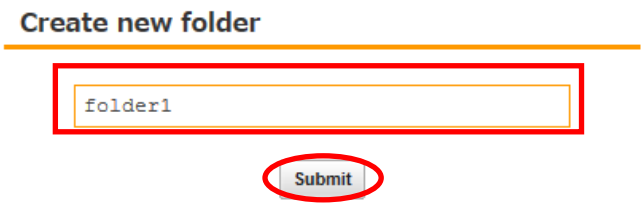
Step 1. Click the pull-down menu on the Shared Storage or Personal Storage icon.



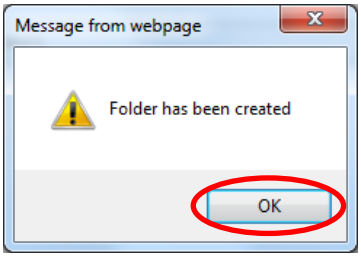
Step 2. Click Create New.



Step 3. Enter the folder name and click the Submit button.



Step 4. Click the OK button.



The newly created folder is displayed.

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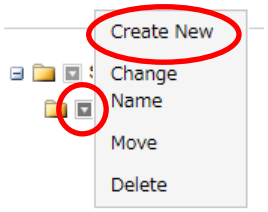
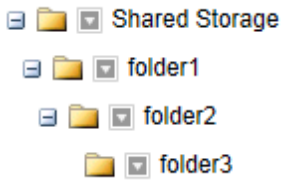
6.3.1 Folder Hierarchy

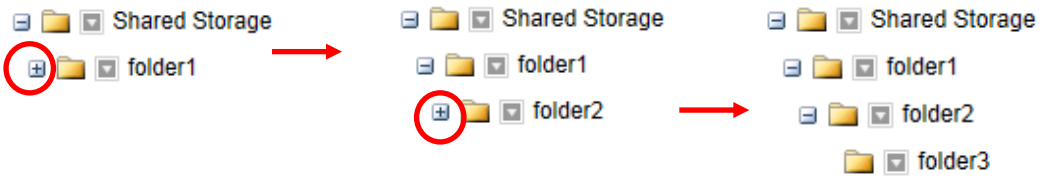
After creating a folder under the shared storage or personal storage, click the pull-down menu on the folder icon of the newly created folder and then click **Create New** to create a new subfolder inside it.



Folders can be created using up to four hierarchy levels including the folders in the shared storage and personal storage.



In the **Manage Storage** page, folders are displayed up to two hierarchy levels. Click the ＋ on the left side of the folder icon to display more folders as necessary. (The ＋ button displayed on the left side of the folder indicates that there is a subfolder inside that folder.)



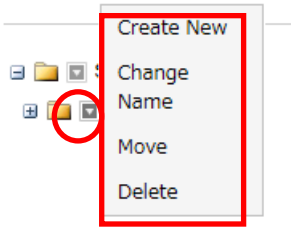
Note 1. The above example shows folders in the shared storage. The personal storage works the same way.

Note 2. The number of folders is limited to up to 30 folders for each of the shared and personal storage.

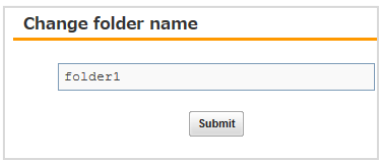
6.3.2 Editing Folders

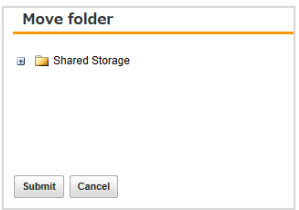
Folders created under the shared/personal storage can be renamed, moved and deleted.

Step 1. **Select the action you want to execute in the pull-down menu next to the icon of the folder you want to edit.**



Step 2. **To rename the folder, enter a folder name and click the Submit button. To move the folder, select a destination folder and click the Submit button.**





Note 1. When you login with your member ID, you can move the folder between the personal and shared storage. The shared storage is not displayed and only the personal storage is displayed when the use of shared storage with your member ID is restricted on the **Admin Page**.

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6.4 Managing Uploaded Files

The files uploaded on the **Manage Storage** page can be searched, renamed, added to favourites, deleted, copied and moved. Files can also be managed and organised in different folders.

6.4.1 Searching Files

There are two ways to search files.

Folders cannot be searched for.

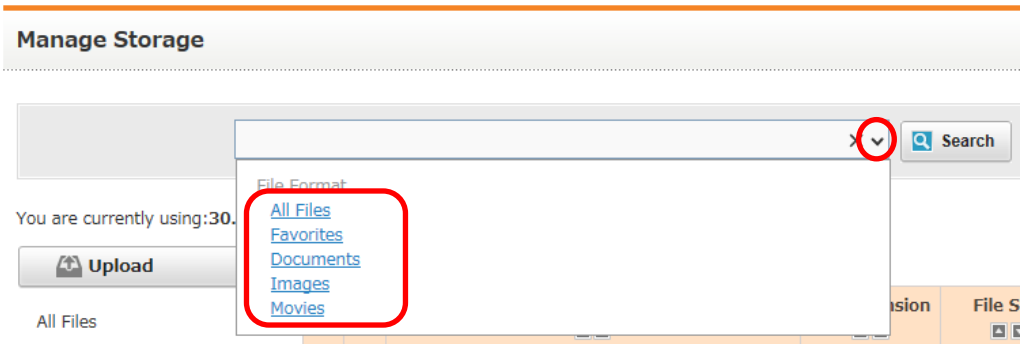
(1) Entering keywords

Step 1. Enter keywords and click the Search button.

Click the × button to clear search keywords.

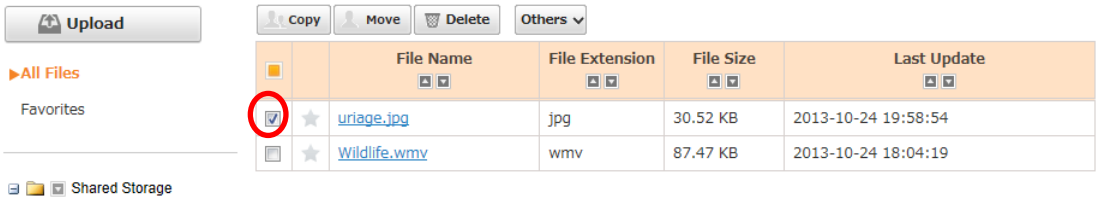
(2) Filtering with search options

Step 1. Click the button to filter your search.



6.4.2 Renaming a File

Step 1. Select the check box next to the file you want to rename.



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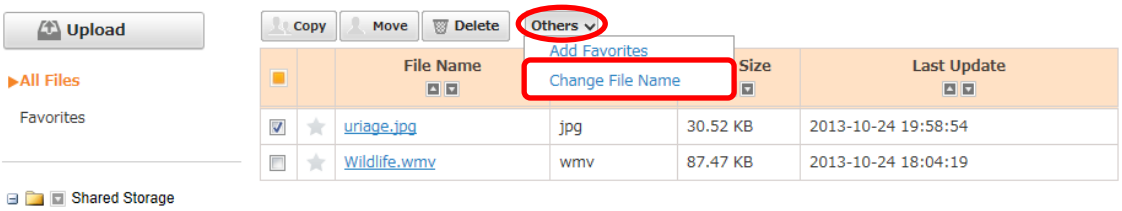
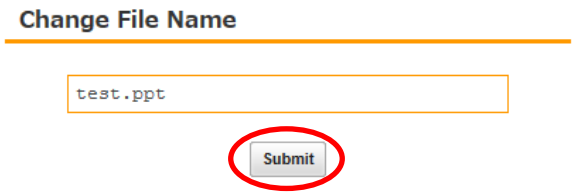
Step 2. Click Change File Name in the Others tab.

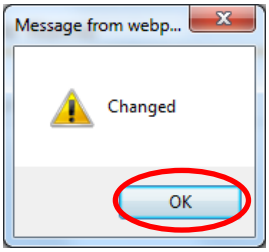


Step 3. Enter a file name and click the Submit button.

Enter a name of up to 255 characters long.



Step 4. Click the OK button.

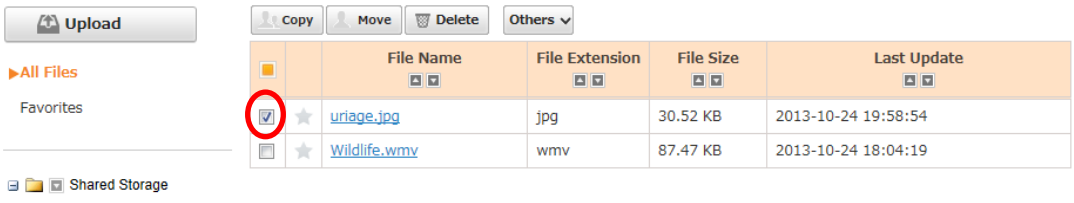


6.4.3 Adding Files to Favorites

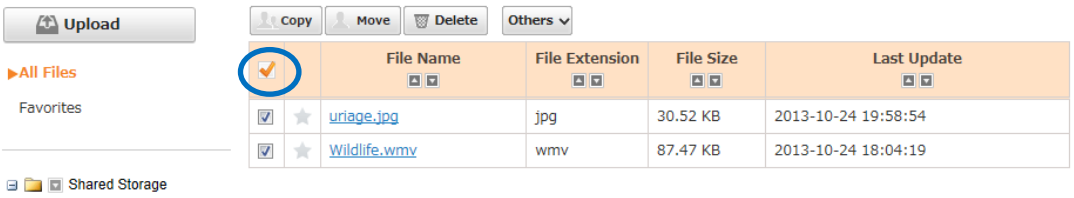
There are two ways to add files to **Favorites**.

(1) Selecting and adding files

Step 1. Select the check boxes of the files you want to add to Favorites.



All files can be selected or deselected by selecting or clearing the check box in the blue circle.



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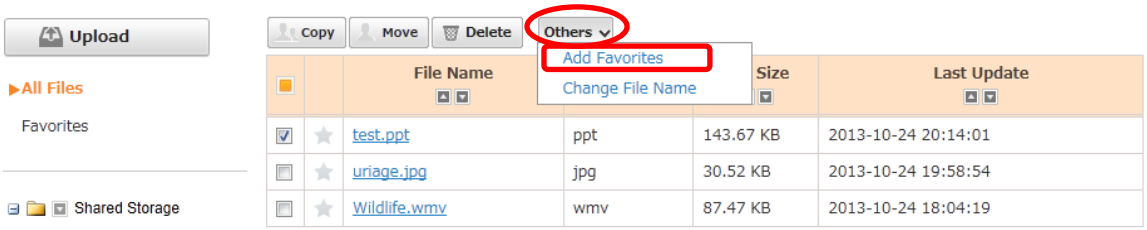
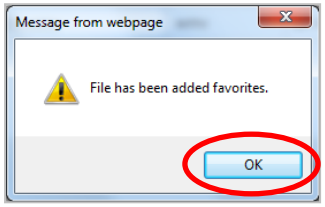
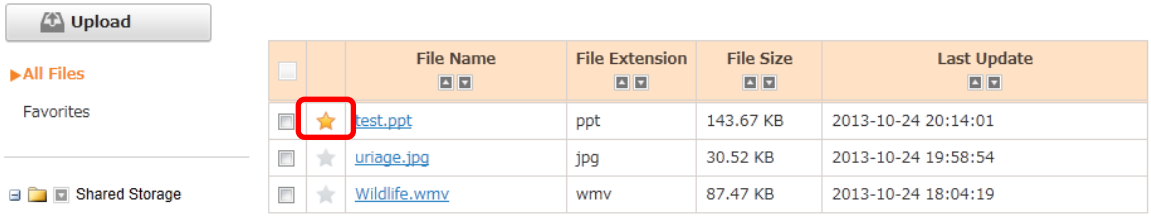
Step 2. **Click Add Favorites in the Others tab.**



Step 3. **Click the OK button.**



Once files are added to **Favorites**, the corresponding ☆buttons turn yellow.

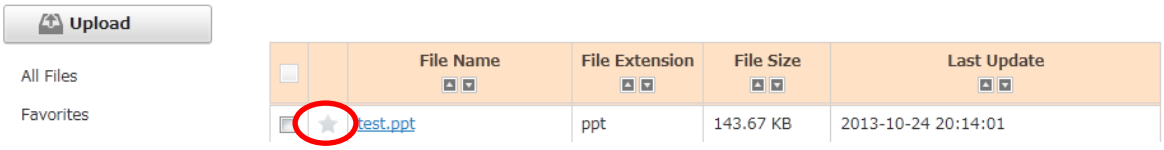


Step 4. **Click Favorites.**

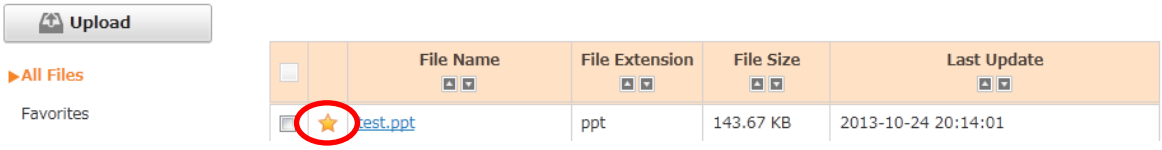
You can view the list of files you added to **Favorites**.

(2) Adding by clicking the ☆button.

Step 1. **Click the ☆buttons next to the files you want to add to Favorites.**



Once files are added to **Favorites**, the corresponding ☆buttons turn yellow.



Step 2. **Click Favorites.**

You can view the list of files you added to **Favorites**.

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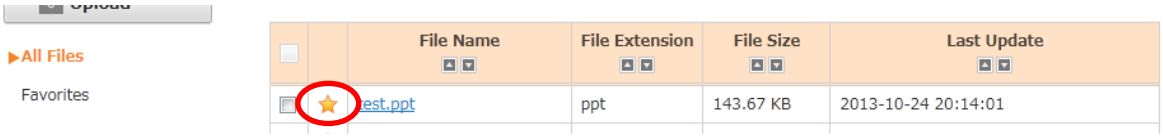
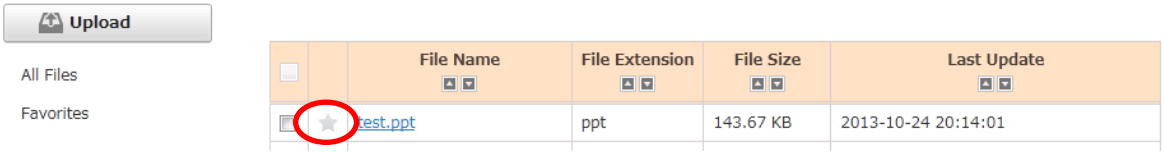
6.4.4 Removing Files from Favorites

Step 1. Click the ☆buttons next to the files you want to remove from Favorites.

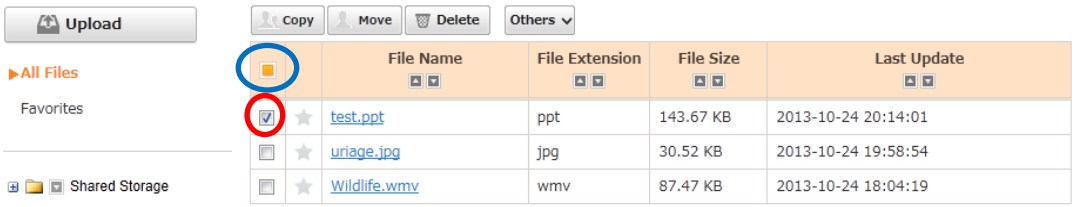


Once files are deleted from **Favorites**, the corresponding ☆buttons change from being yellow back to their original colour.



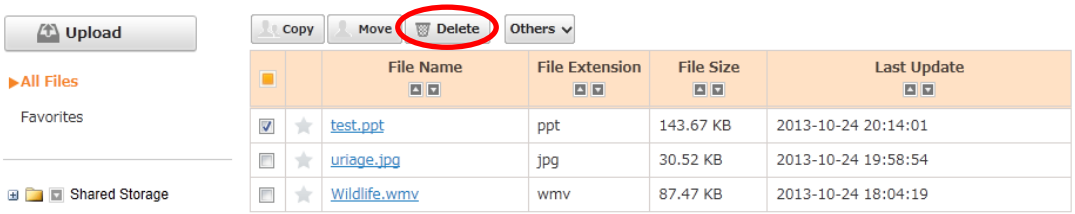
6.4.5 Deleting Files

Step 1. Select the check boxes next to the files you want to delete.

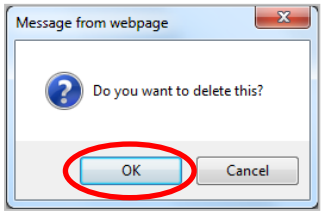


All files can be selected or deselected by selecting or clearing the check box in the blue circle.

Step 2. Click the Delete button.



Step 3. Click the OK button in the confirmation dialog box.



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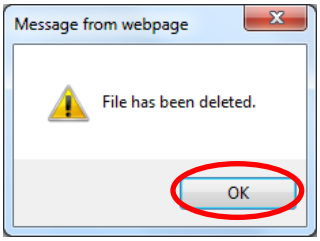
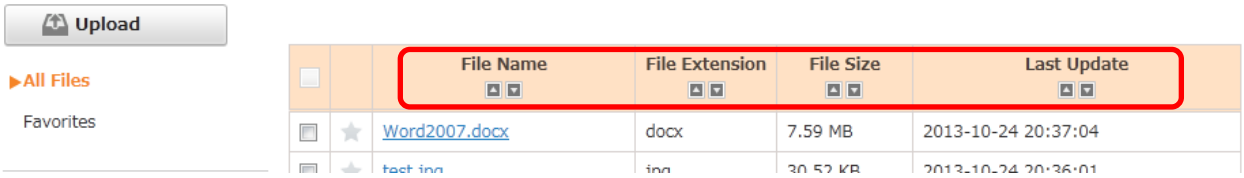
Step 4. Click the OK button.



Note 1. Files are deleted from the **Manage Storage** page. Any deleted files that have been added to **Favorites** are also deleted from **Favorites**. (Files are deleted from the shared or personal storage when you delete these files from the **Favorites** page.)

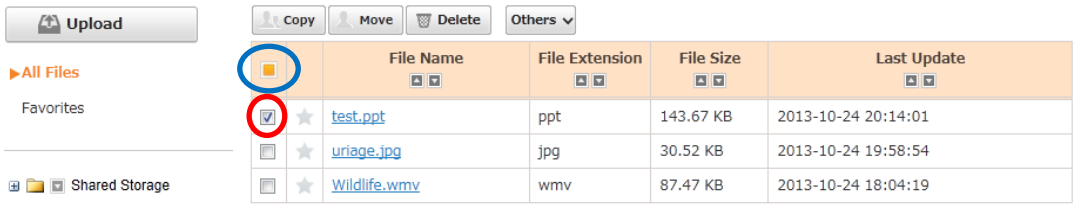
6.4.6 Sorting

Files can be displayed in order of their **File Name, File Extension, File Size** or **Last Update** by clicking the arrow keys displayed on the right side of the respective items.



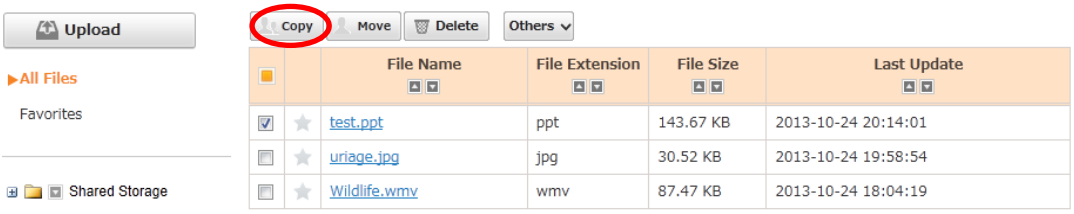
6.4.7 Copying Files

Step 1. Select the files you want to copy.



All files can be selected or deselected by selecting or clearing the check box in the blue circle.

Step 2. Click the Copy button.



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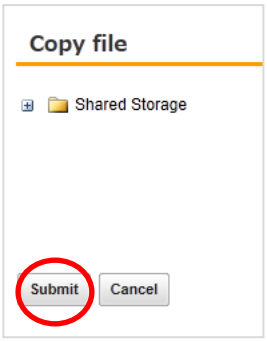
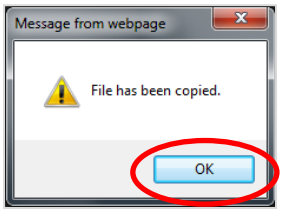
Step 3. **Select the destination and click the Submit button.**

When there is more than one folder, select the destination folder.



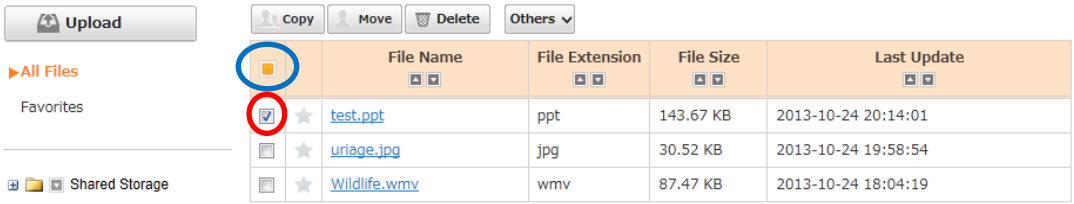
Using personal storage, files can be copied from and to the shared storage.

Step 4. **Click the OK button.**



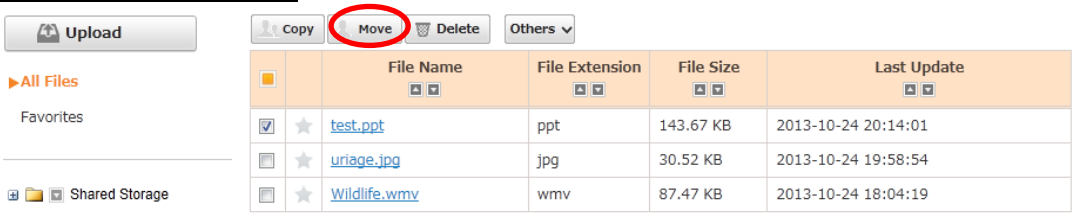
6.4.1 Moving Files

Step 1. **Select the files you want to move.**



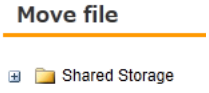
All files can be selected or deselected by selecting or clearing the check box in the blue circle.

Step 2. **Click the Move button.**

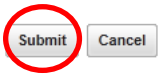


Step 3. **Select the destination and click the Submit button.**

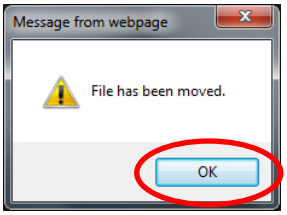
When there is more than one folder, select the destination folder.



Using personal storage, files can be copied from and to the shared storage.



Step 4. **Click the OK button.**



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7 Scheduling Meetings

This describes how to schedule a meeting.

7.1 Adding Contacts to Your Address Book

When using the Invitation function when scheduling a meeting, you can send invitations by email to your contacts in your address book. This will explain the steps for adding new contacts to your address book.

Up to 500 email addresses can be registered in an address book free of charge.

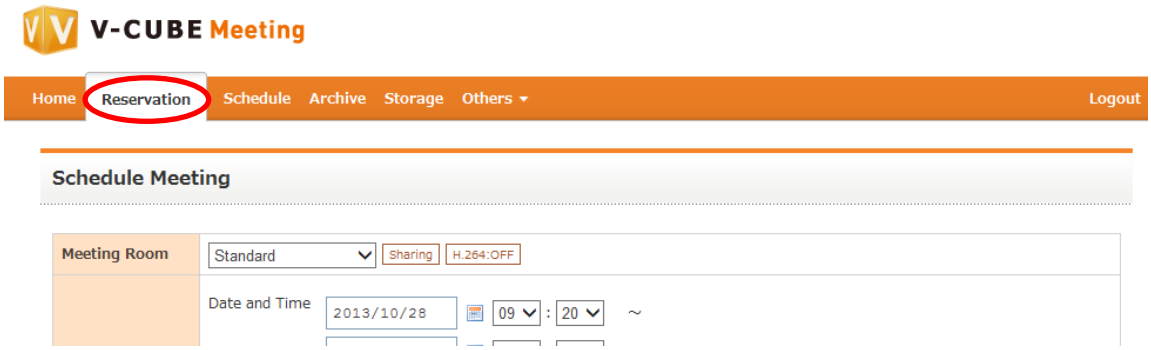
Note 1. As of May 2009, you can have up to 500 contacts in your address book.

Note 2. Bulk registration is possible using address book management on the Administrator page. Refer to '6. Updating Administrator Page' in the User Manual.

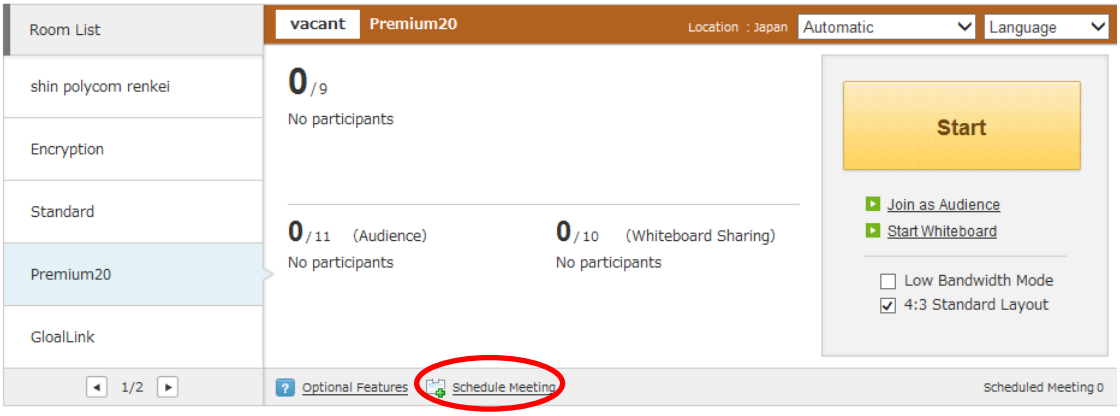
Note 3. Some plans may not allow new registrations in the address book.

Step 1. Go to the Schedule Meeting page.

- Using the Reservation tab



- Using the Schedule Meeting link



The **Schedule Meeting** page is now displayed.

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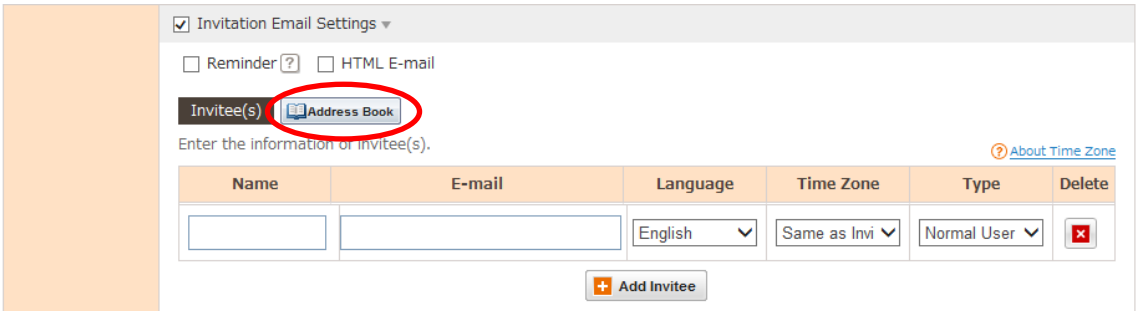
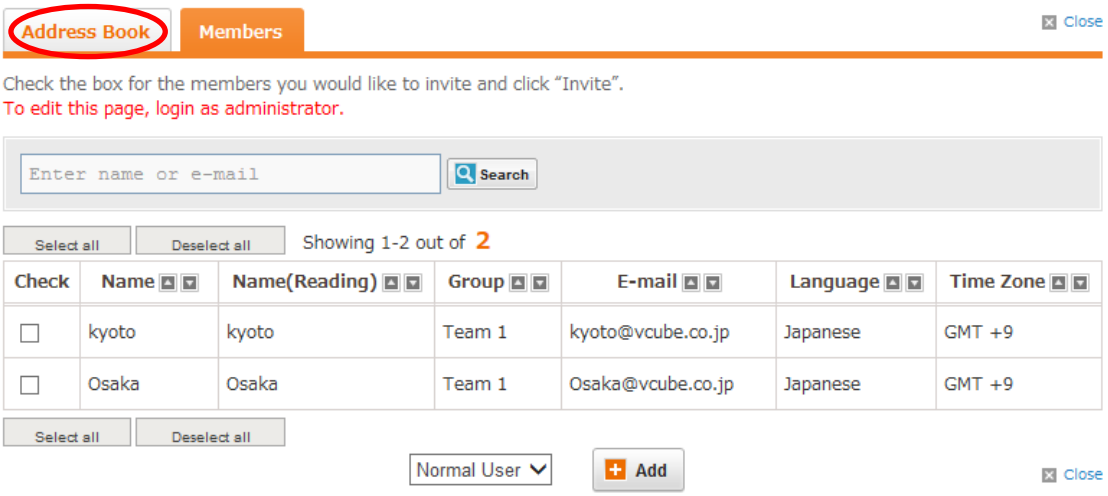
Step 2. Click the Address Book button in Detail Settings.

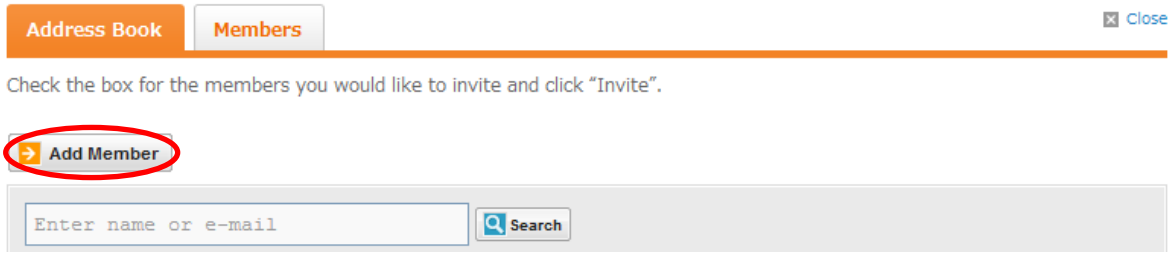


Step 3. Click the Address Book tab.

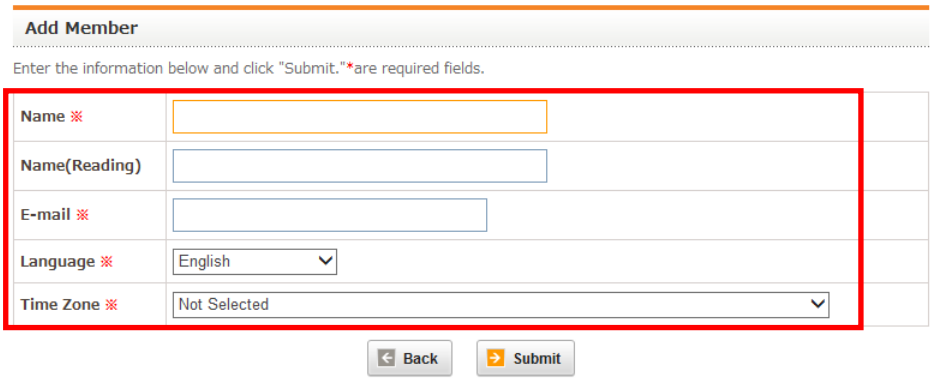
The address book opens with the **Members** tab displayed. You can register **Members** from the **Manage Members** by logging into the **Admin Page**.



Step 4. Click the Add Member button.



Step 5. Fill in the fields and select a language and time zone.



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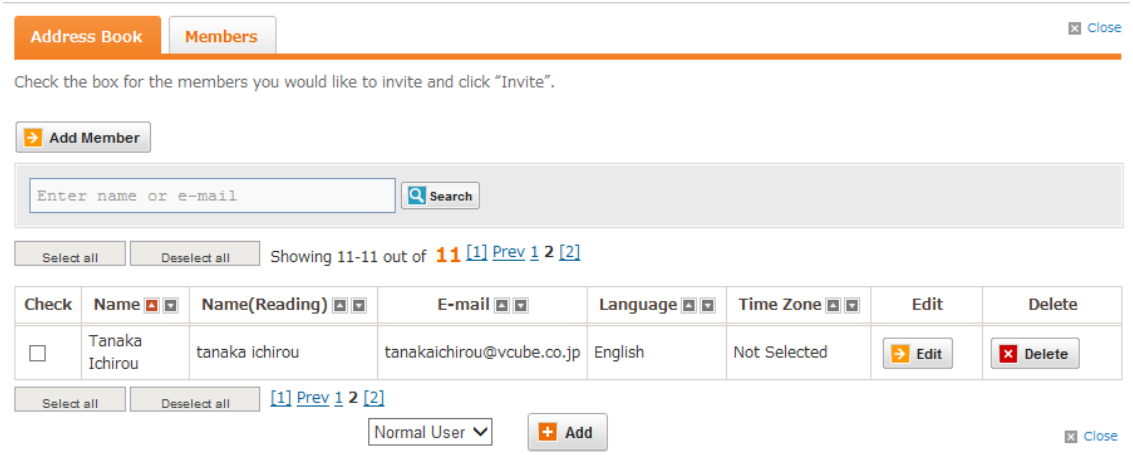
Step 6. Click the Submit button.

Once registration is complete, you will return to the list of members.

The registered addresses are displayed.

Note 4. The address book display is sorted automatically. Therefore, please note that newly added contacts will be shown at the bottom of the table.

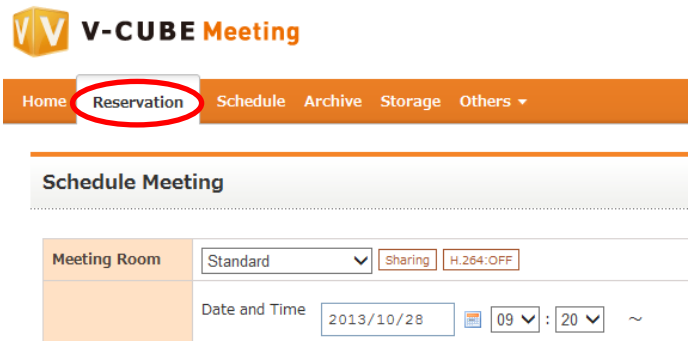


7.2 Scheduling Meetings

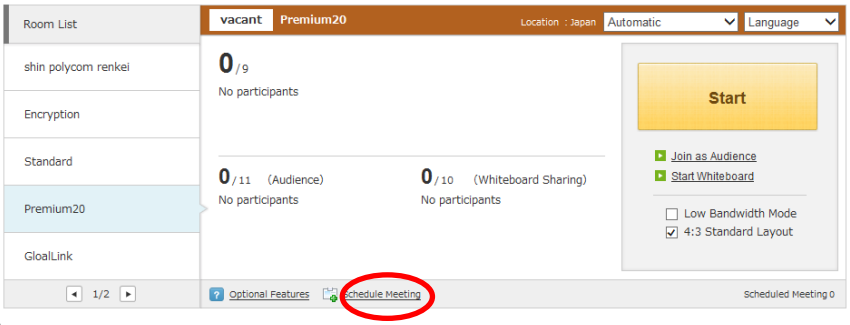
Step 1. Go to the Schedule Meeting page.

The Scheduled Meeting page is accessed by clicking the **Reservation** tab on the **Main** page or the **Schedule Meeting** link at the bottom of the meeting room.

- Using the Reservation tab



- Using the Schedule Meeting link



This displays the **Schedule Meeting** page.

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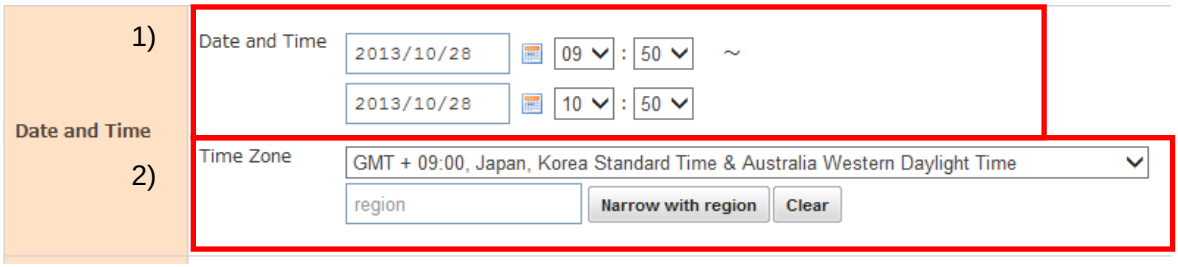
Step 2. Select the meeting room to schedule for a meeting.

Note 1. These are the settings when there is more than one meeting room. They are not required when your contract only allows one meeting room.

Note 2. The icons displayed next to the meeting room name show the associated options for that room.

Step 3. Select the date and time to schedule a meeting.



1) Set the date, start and finish times for the meeting.

Click the calendar icon ( ) to set the start date for the meeting from the displayed calendar.

Note 3. This calendar is based on the date settings of the computer you are using.

2) Set the time difference from GMT.

Make your selection from the pull-down menu or type in your region and click the **Narrow with region** button to filter your search.

Step 4. Enter the meeting room name.

Step 5. Configure the invitation email setting.

Invitation Email Settings is selected by default.

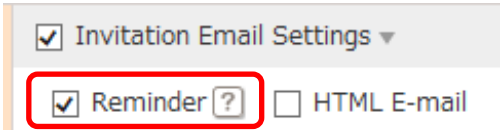
Deselect the check box if you do not want to send invitation emails and instead move on to schedule the meeting.

If you want to configure the invitation email settings, make the necessary entries.

Step 6. Set whether to send a reminder email.

Selecting this option will cause the invitation email to be resent an hour or two before the meeting starts.

Note 4. The reminder will not be sent when there is less than an hour before the meeting starts when it is scheduled.



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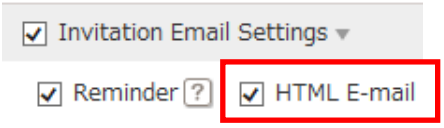
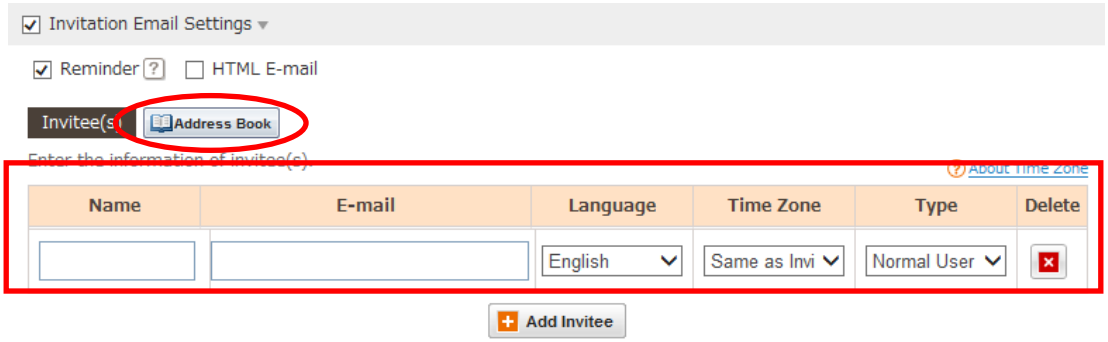
Step 7. Configure the HTML setting for invitation emails.

You can send invitation emails in HTML format by selecting the check box.



Note 5. Once **disable** is selected for **HTMLMail Settings** in **Invitation Email Settings** on the **Admin Page**, the **HTML E-mail** section will not appear on the **Schedule Meeting** page.

Step 8. Enter the data for the people you want to invite.

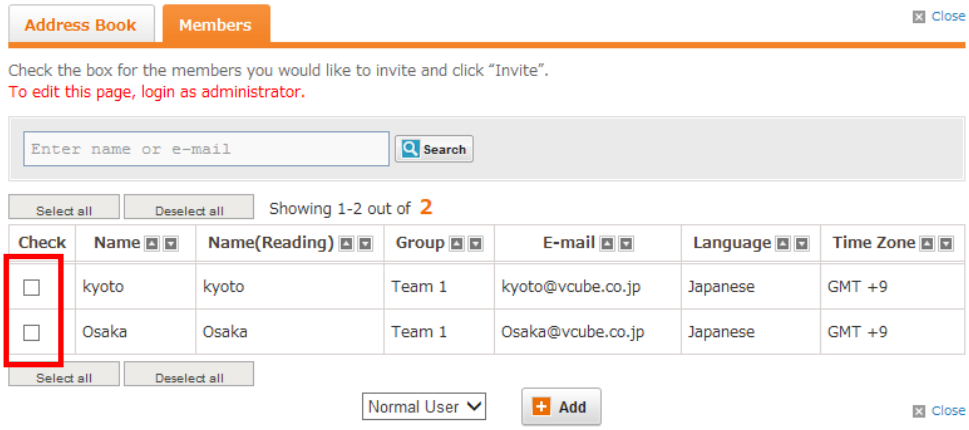


There are two ways to enter information about the people you are inviting: using your address book or by directly entering their information.

- Using your address book

1) Click the **Address Book** Address Book button.

2) You can select the members to invite from either the **Members** tab or the **Address Book** tab. Select the check boxes by the names of the members you want to invite.



Note 6. 'Members' refers to users registered as members on the **Administrator** page. Use the **Administrator** page to edit or delete these if required. Information on members registered in the normal address book can be edited or deleted on the **Address Book** page.

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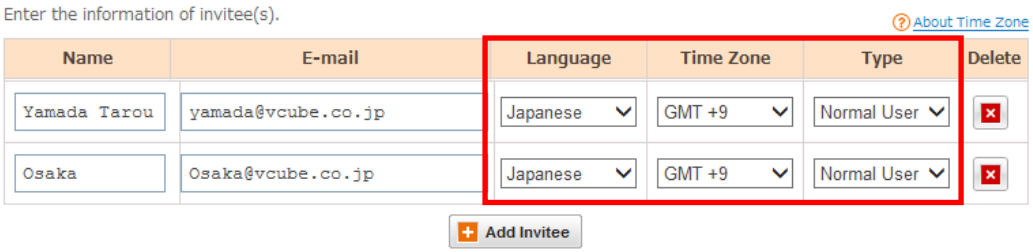
3) Select the user type for the invitation (normal user or Audience participant) and click the **Add** button.

Note 7. The upper limit to the number you can invite, for both normal users and audience users, depends on the number of meeting rooms allowed in the plan in your contract.

4) To change the settings for the invited members, use the pull-down menus for the settings for each member.



Note 8. You can only change the type when the Audience option is available.

- Direct entry

Note 9. Some plans may not allow the use of this function.

1) Enter the person's name.	2) Enter the person's email address.
3) Select the language the person being invited will use.	4) Select the time zone for the person being invited.
5) Select the type. Note 10. You can only change the type when the Audience option is available.	6) Click the button to delete the information for the person in that row.
7) Use this option when you want to invite more than one person. Click to add a new line. Note 11. The upper limit to the number you can invite, for both normal users and audience users, depends on the number of meeting rooms allowed in the plan in your contract.	

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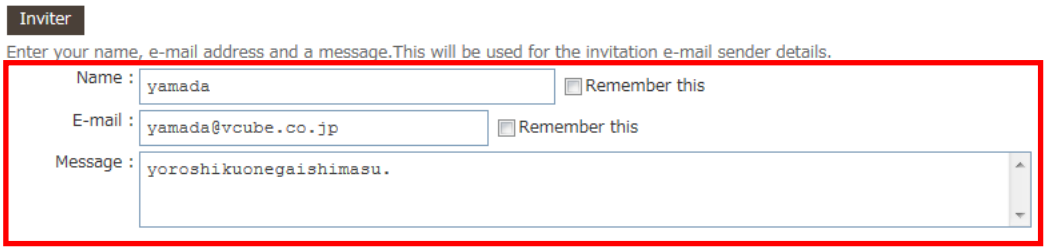
Step 9. Enter the inviter's name, email address and message



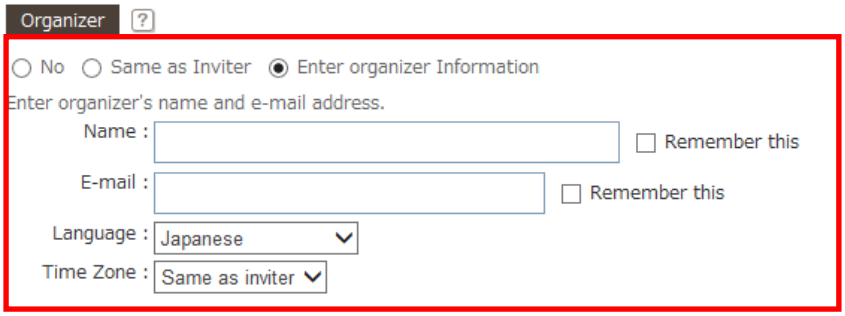
To save the inviter's name and email address, select **Remember this**. This information will be displayed the next time you schedule a meeting.

Step 10. Set up the organiser.

Use this option when the organiser of the meeting and the inviter of the invitation emails are different. (Example: when the meeting is being scheduled by someone on behalf of the organiser)

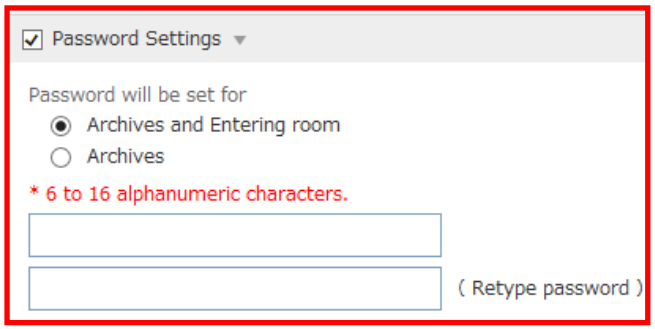
Select the **Same as Inviter** check box. Alternatively, select the **Enter organizer Information** check box, enter the name and email address of the organiser and set up the language and time zone.

To save the organiser's name and email address, select **Remember this**. This information will be displayed the next time you schedule a meeting.



Step 11. Set a password.

Selecting the **Password Settings** check box will allow you to set both a password to enter when entering a scheduled meeting room and a password to enter when viewing the recorded data and whiteboards after the meeting has ended, as well as an archive password.

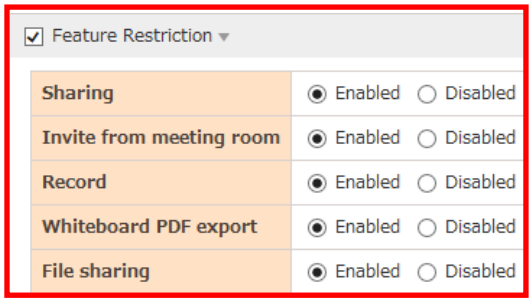


If you have set a password, it will be included in the invitation emails sent to the meeting participants.

Note 12. Selecting **Required password for archives** in the meeting use restrictions (**Meeting Room Restriction**) in security settings (**Setting**) on the **Administrator** page will mean that passwords will have to be entered, and **Disabled** option cannot be selected when scheduling a meeting.

Step 12. Enable/disable functions (Feature Restriction).

Selecting **Disabled** with the **Feature Restriction** check box will allow you to enable/disable the optional functions included in your contract: in-meeting invitations (**Invite from meeting room**), video



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recording (**Record**) and file transfer (**File sharing**).

The functions can be enabled/disabled on a meeting-by-meeting basis.

Note 13. If you set **Disabled** for the video recording function (**Record meeting**) in the meeting room settings (**Room Settings**) in the **Administrator** page and set file transfer (**File sharing**) to **Disabled**, video recording and file transfer cannot be used.

Step 13. Set whether to upload documents before the meeting (Upload File).

Selecting the **Upload File** check box will allow documents to be uploaded ahead of time to the whiteboard for the scheduled meeting. If you do not need to perform **Upload File** setup, proceed to the next step without selecting the check box.

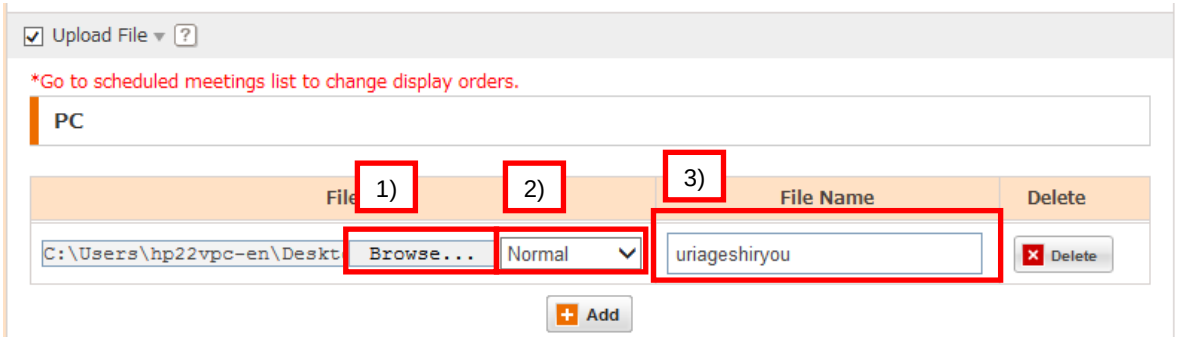
- Using documents saved on your computer

(1) Click the **Browse** button, select a file from the file selection dialog box and click the **Open** button.

(2) Select **Normal** or **High quality**.

When **High quality** is selected, the details of the uploaded documents such as words and diagrams will be able to be displayed more clearly than when normally uploaded.

(3) Enter a file name.



Note 14. Up to ten files can be uploaded in advance. Supported file formats and file size can be displayed and checked when you hover the cursor over ？ on the right side of **Upload File**.

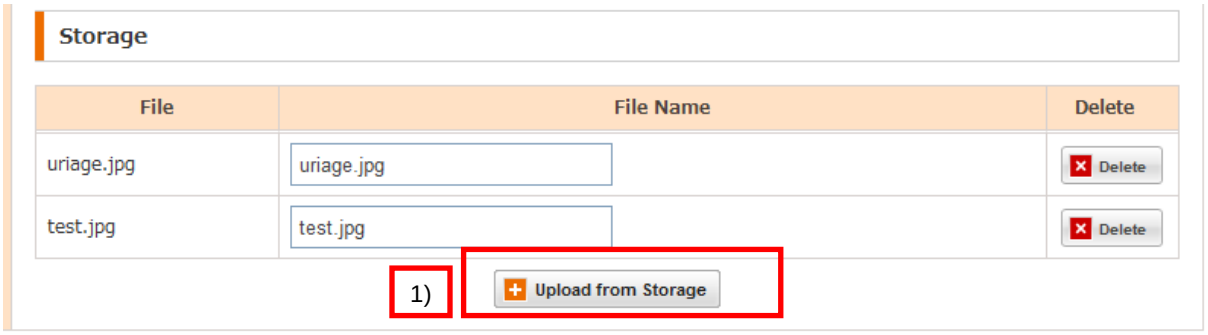
Note 15. If you select **High quality**, it may take longer to convert the file for uploading onto the whiteboard.

Note 16. You can choose between **Normal** and **High quality** modes to convert Word files that you upload. Note, however, that Track Changes data is not displayed in the **High quality** mode. Select **Normal** mode if you need to display Track Changes data.

Note 17. Note that you cannot upload password-protected files.

- Using documents saved in the storage

1) Click **Upload from Storage**.



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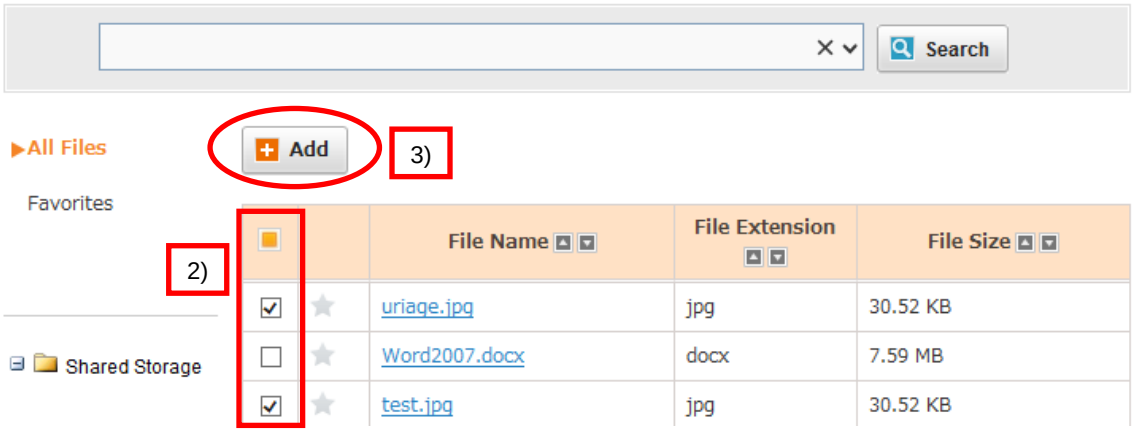
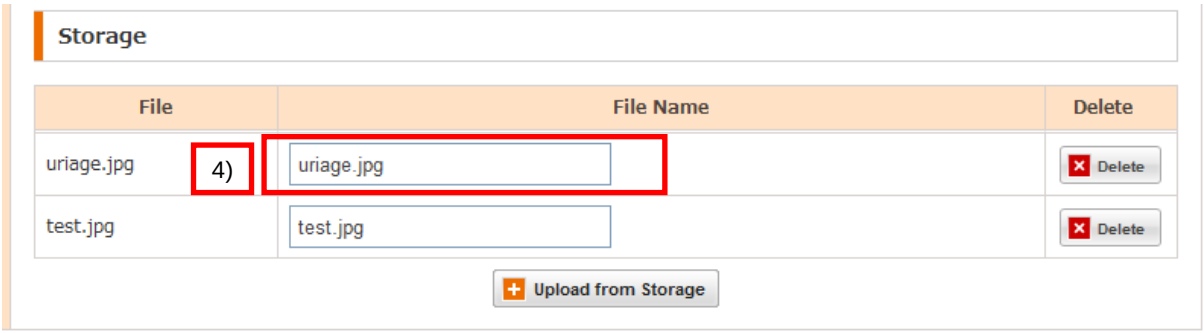
2) Select the check boxes next to the files you want to upload.

3) Click the **Add** button.

Note 18. The files need to be uploaded in the **Manage Storage** page in advance. Both the shared storage and personal storage are displayed when you log in and schedule a meeting with your member ID. The following example shows a view after logging in with a user ID.



4) Enter a file name.



Note 19. Up to ten files can be uploaded in advance.

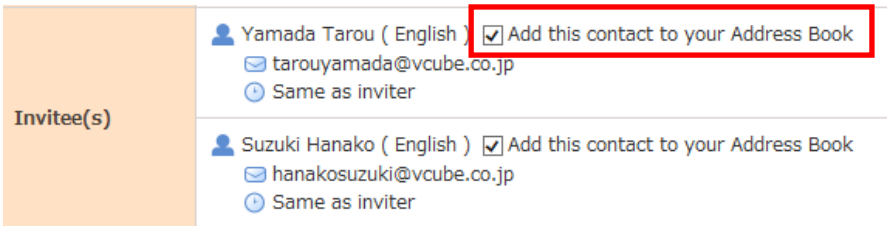
Note 20. Files saved on the personal whiteboard (with the .wbs extension) cannot be selected.

Step 14. Click the Next button after all settings have been made.

This displays the details of the scheduled meeting.

Step 15. Set whether the email addresses of the participants will be registered in the Address Book.

If you select the **Add this contact to your Address Book** check box, the selected email addresses are registered to the Address Book. The registered email addresses in the Address Book can be used for scheduling the next meeting. Deselect the check boxes if the registration of email addresses is not necessary.



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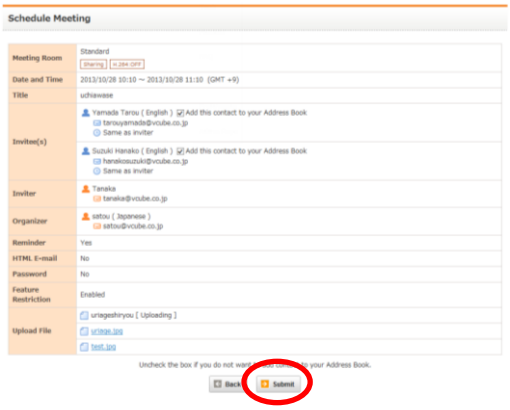
Note 21. The option **Add this contact to your Address Book** along with the check box are not displayed for email addresses that are already registered in the Address Book.

Step 16. Click the Submit button.

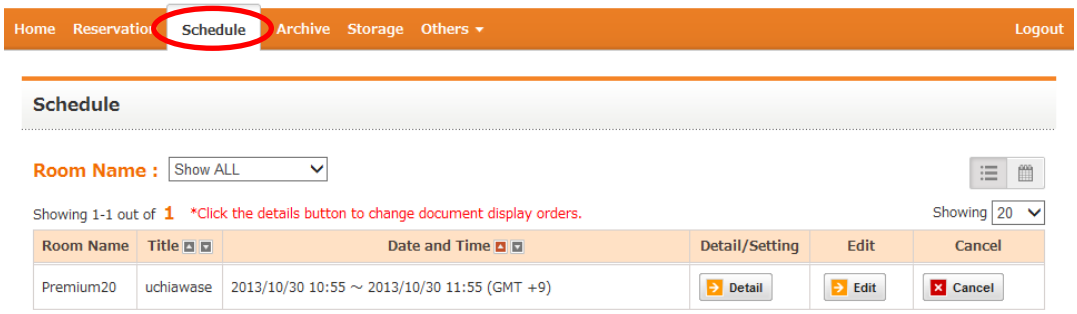
If the details are correct, click the **Submit** button.



This completes the process for scheduling a meeting.

7.3 Changing Scheduled Meetings

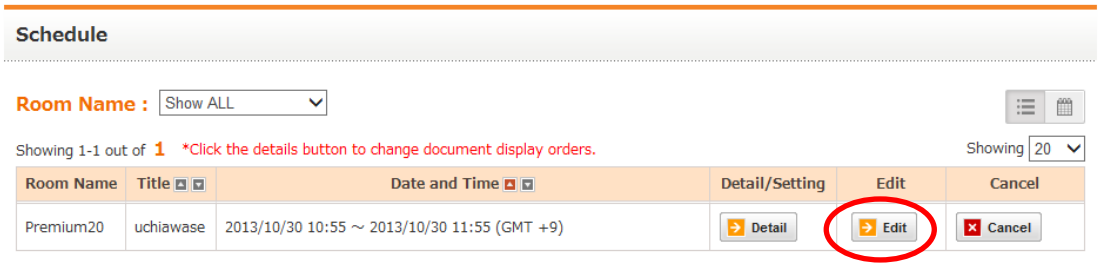
Step 1. Go to the Schedule page.



Step 2. Select the scheduled meeting room.

Note 1. You do not need to select a meeting room if your contract only allows one.

Step 3. Click the Edit button for the scheduled meeting.



If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page. Alternatively, the scheduled meeting can be changed using the administrator password in place of the set password.

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Step 4. Edit the scheduled time and time zone.

Step 5. Change the meeting room name.

Step 6. Configure the reminder setting.

Selecting this option will cause the invitation email to be resent an hour or two before the meeting starts.

Note 2. The reminder will not be sent when there is less than an hour before the meeting starts when it is scheduled.

Step 7. Configure the HTML setting for invitation emails.

You can send invitation emails in HTML format by selecting the check box.

Note 3. Once **disable** is selected for **HTMLMail Settings** in **Invitation Email Settings** on the **Admin Page**, the **HTML E-mail** section will not appear on the **Schedule Meeting** page.

Step 8. Change the data of the people you want to invite.

There are two ways to enter information about the people you are inviting: using your address book or by directly entering their information.

Refer to Step 7 in '7.2. Preparing for Meetings'.

To delete an invitee, click the **Delete** button for the person to delete.

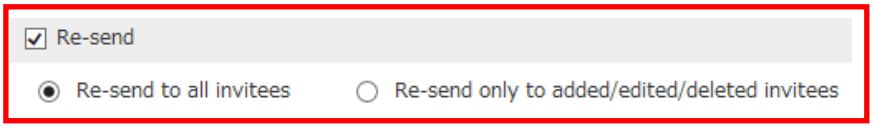
Step 9. Change the data of the inviter (inviting person).

Step 10. Change the data of the organiser.

Enter the updated data in order to change the organiser or set up a new organiser.

Step 11. Set the email notification.

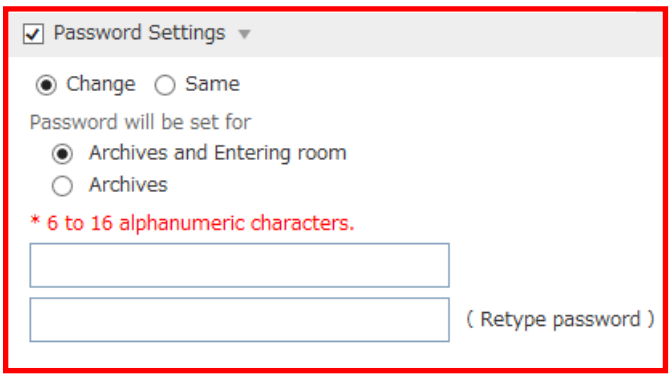
Email notifications are sent to inform of any change when the check box is selected. Select whether the email notifications are sent to all invitees or only to the invitees who were added, edited or deleted when a change was made with the scheduled meetings.



Step 12. Set a password.

When setting a new password, select the check box and then set a password.

When changing a set password, select the **Change** check box and then change it.



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Step 13. Enable/disable functions (Feature Restriction).

Selecting **Disabled** with the **Feature Restriction** check box will allow you to enable/disable the optional functions included in your contract: in-meeting invitations (**Invite from meeting room**), video recording (**Record**) and file transfer (**File sharing**).

The functions can be enabled/disabled on a meeting-by-meeting basis.

Note 4. If you set **Disabled** for the video recording function (**Record meeting**) in the meeting room settings (**Room Settings**) in the **Administrator** page and set file transfer (**File sharing**) to **Disabled**, video recording and file transfer cannot be used.

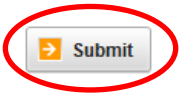
Step 14. Change the setting of Upload File.

Refer to Step 12 in '7.2. Preparing for Meetings'.

To delete files, click the **Delete** buttons next to the files you want to delete.

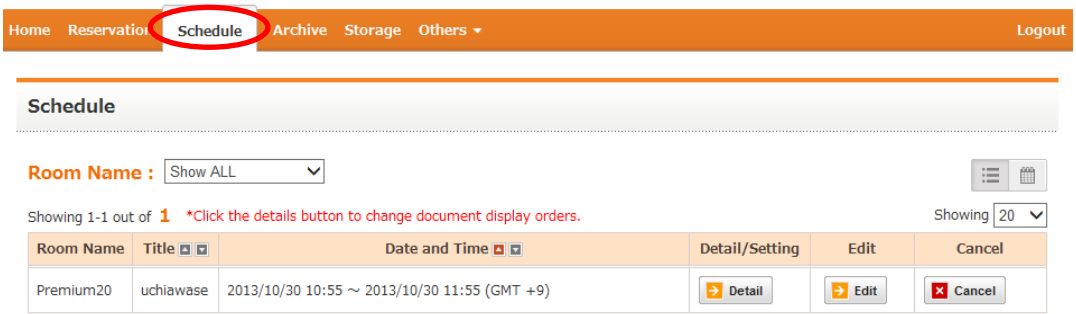
Step 15. Click the Next button at the bottom of the page.

Step 16. The Meeting Details page will be displayed for confirmation. If there are no problems, click the Submit button.



7.3.1 Rearranging the Order of Documents in Upload File

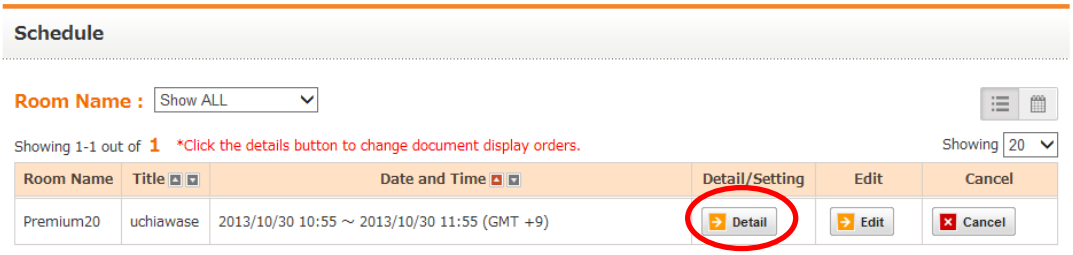
Step 1. Go to the Schedule page.



Step 2. Select the scheduled meeting room.

Note 5. You do not need to select a meeting room if your contract only allows one.

Step 3. Click the Detail button for the scheduled meeting.



If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page. Alternatively, the scheduled meeting can be changed using the administrator password in place of the set password.

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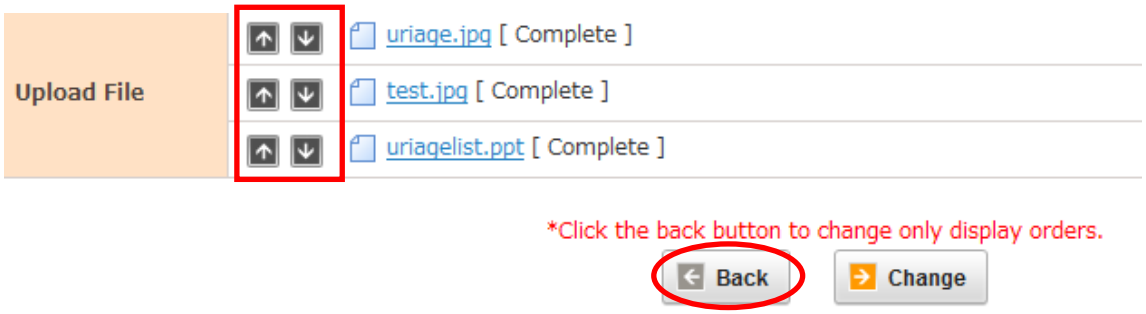
Step 4. Click the arrow keys in the Upload File section to rearrange the order of documents.



Step 5. Click the Back button.

The display order can be changed by clicking the Back button.

Note that the display order of documents for **Upload File** cannot be changed in the **Edit Schedule** page even though the page appears when you click the **Change** button.

You can change a scheduled meeting using the process described above.

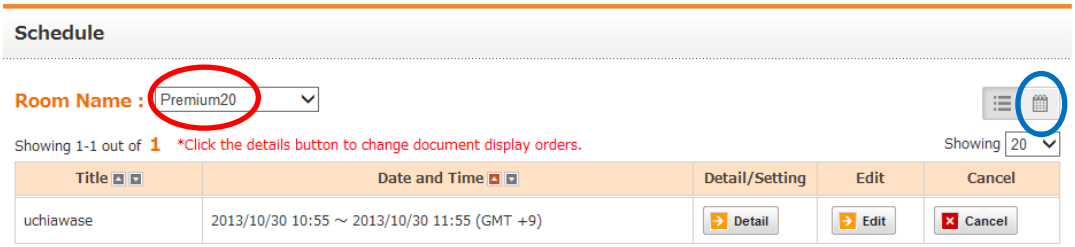
7.4 Viewing Details of Scheduled Meetings

You can check details of the scheduled meetings using the **Scheduled Meeting** link at the bottom of the meeting room or the **Schedule** tab.

- Using the Schedule tab

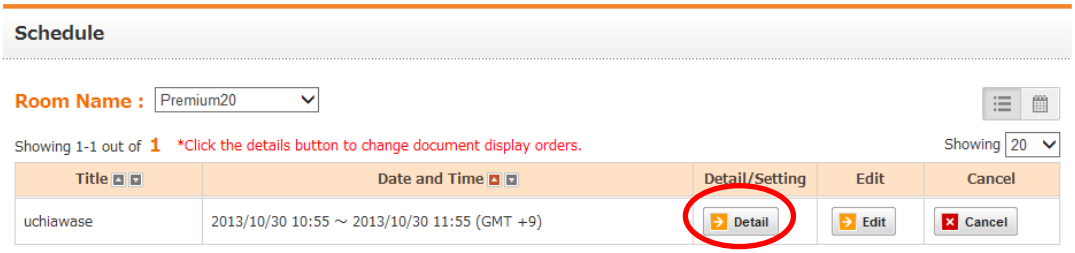
1) Select the scheduled meeting room.

Note 1. You do not need to select a meeting room if your contract only allows one.



When you switch the view by clicking on the calendar icon inside the blue circle, the list shows that week's schedule for each meeting room.

2) Click the **Detail** button for the scheduled meeting.



If you click the calendar icon, click the name of the relevant meeting.

If a password was set when the meeting was scheduled, you will need to enter the set password in the

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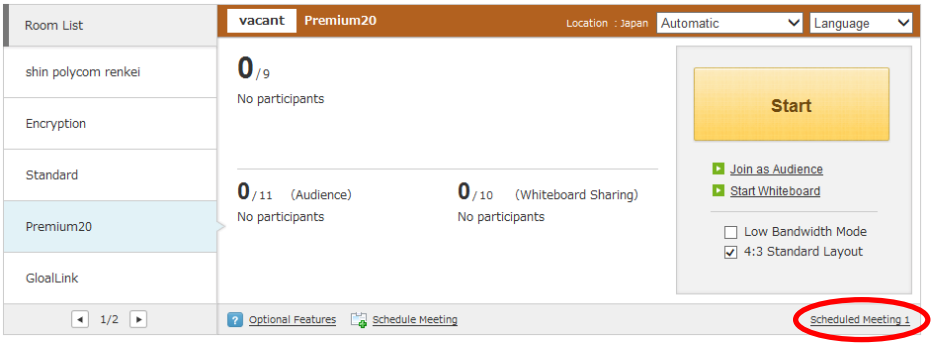
password entry page. Alternatively, the scheduled meeting can be changed using the administrator password in place of the set password.

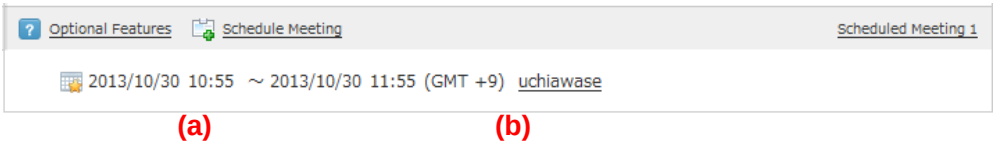
3) You are directed to the **Meeting Details** page showing the details of the scheduled meeting.

- Using the Scheduled Meeting link

1) Click the **Scheduled Meeting** link for the scheduled meeting.



2) A list of scheduled meetings is displayed.



(a) Displays the scheduled date and time, and the selected time zone.
Displays the name of the meeting. Clicking on the name of the meeting takes you to the **Meeting Details** page showing the details of the scheduled meeting.

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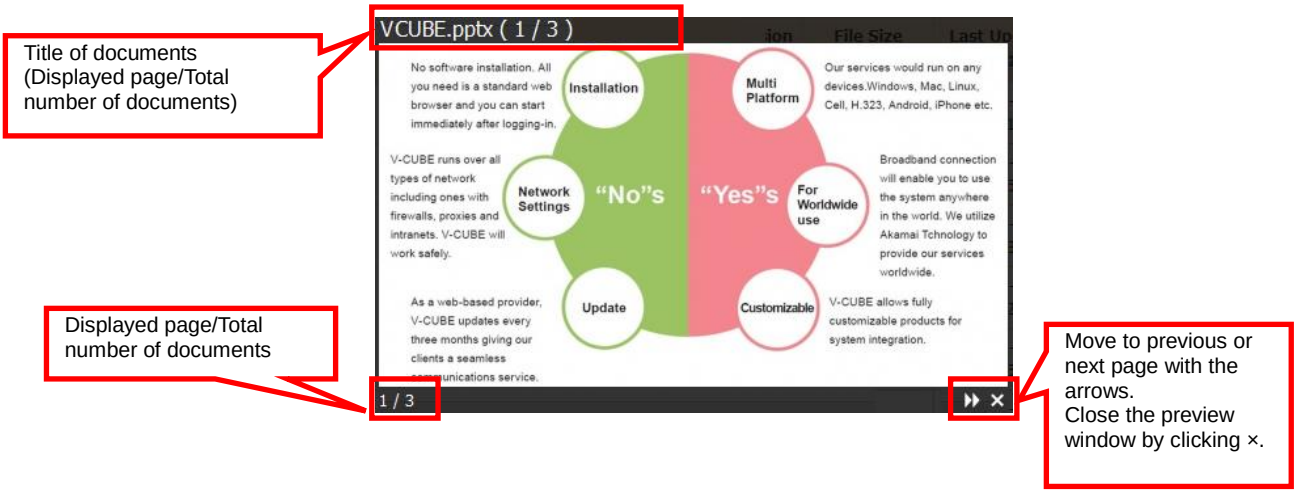
7.4.1 Checking Documents for Upload File

Step 1. Go to the Meeting Details page.

Go to the **Meeting Details** page by taking the steps in '7.4 Viewing Details of Scheduled Meetings'.

Step 2. Click on the names of uploaded documents in the Upload File section.

The preview window is displayed.



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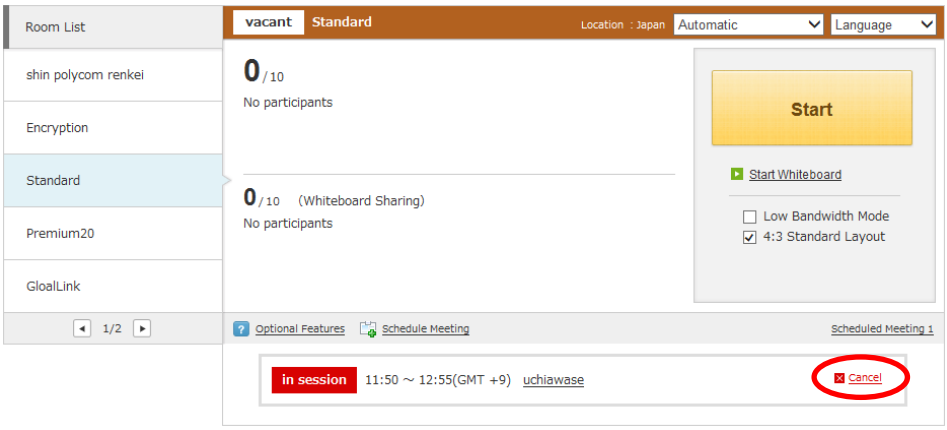
7.5 Cancelling Scheduled Meetings

7.5.1 Cancelling a Meeting in Progress

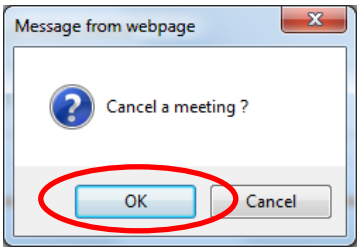
- Cancelling from Main page

1) Click the **Cancel** button in the meeting details field for the meeting in progress.



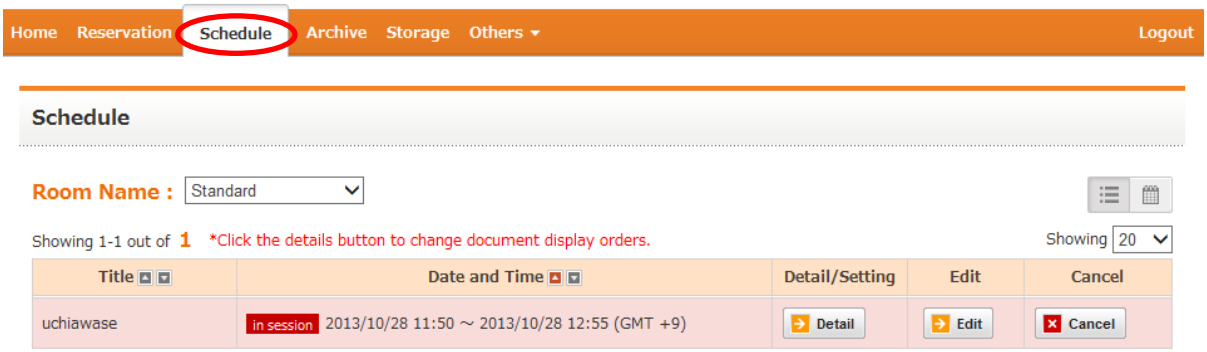
2) Click the **OK** button in the confirmation dialog box to cancel the current meeting.

If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page. Alternatively, the scheduled meeting can be cancelled using the administrator password instead of the password that was set.

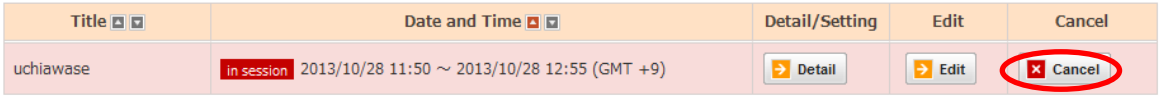


- Cancelling from the Schedule page

1) Click the Schedule tab.



2) Click the **Cancel** button for the relevant scheduled meeting.



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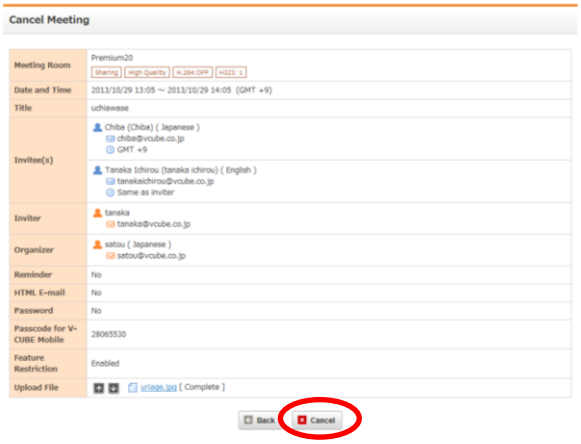
If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page. Alternatively, the scheduled meeting can be cancelled using the administrator password instead of the password that was set.

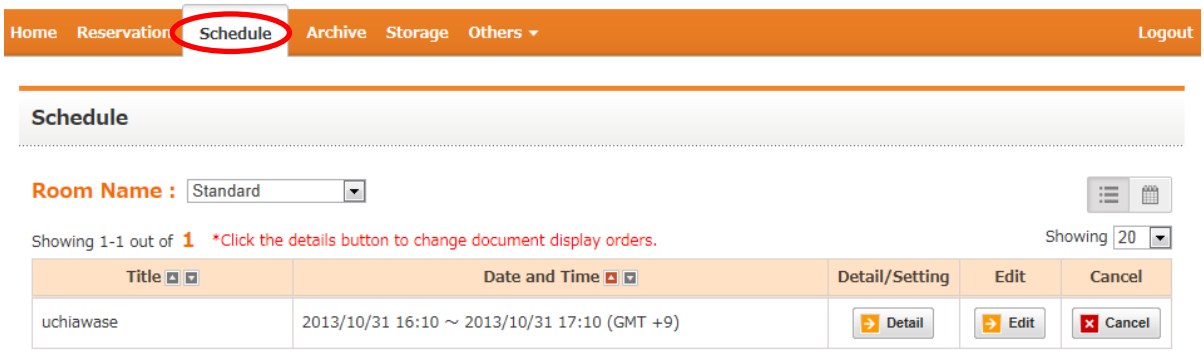
3) Check the details of the scheduled meeting and click the **Cancel** button at the bottom of the page.



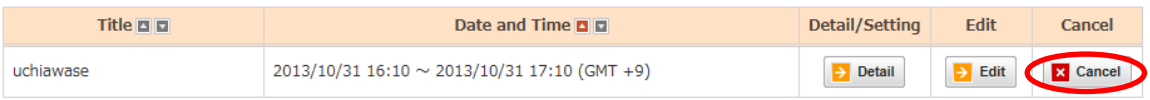
This allows you to cancel a scheduled meeting that is currently in progress.

7.5.2 Cancelling a Scheduled Meeting before the Meeting Starts

Step 1. Click the Schedule tab.



Step 2. Click the Cancel button for the relevant scheduled meeting.



If a password was set when the meeting was scheduled, you will need to enter the set password in the password entry page. Alternatively, the scheduled meeting can be cancelled using the administrator password instead of the password that was set.

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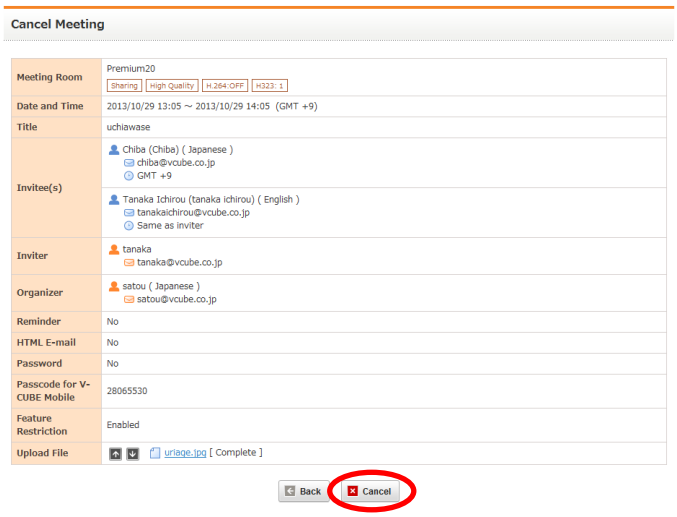
Step 3. Check the details of the scheduled meeting and click the Cancel button at the bottom of the page.



The scheduled meeting has now been cancelled.

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